

# Book Project Management For The Unofficial Project Manager

*Summary of Kory Kogon, Suzette Blakemore & James Wood's Project Management for the Unofficial Project Manager* Everest Media, 2022-03-25T22:59:00Z Please note: This is a companion version & not the original book. Sample Book Insights: #1 The majority of people we've interviewed say that between 60 and 80 percent of their work is project based. But when we ask if they are project managers, virtually all say no. They are anything but project managers. #2 If you spend a large portion of your day working on projects, you are also an unofficial project manager. And you're not alone. A lot of us have quietly slipped into that role, and we're fighting project failure every day as we try to push through to a deadline. #3 The first step in becoming a better project manager is to pick up a book on project management. The books available on the market are written from the point of view of a formal, official project manager, while this book focuses on the people on your team and how to lead them. #4 Projects fail for many of the same reasons that people fail projects: a lack of commitment and support from management, unrealistic timelines, too many competing priorities, unclear outcomes and expectations, and so on.

**Being an Effective Project Manager** Ready Set Agile 2020-10-05 Are you dreaming of being a Project Manager rock star with your pick of most desirable, high-paying clients? Effective project managers are the experts that companies want to hire-and top team members want to work for. You can make well over \$100,000 with experience and effectiveness-ProjectManager.com Wouldn't it be soul-satisfying to take charge of a successful project? Wouldn't you love to use all your skills, including leadership, communication, prioritization, organization, and teamwork? Your vision and the ability to execute on it are key to managing winning projects, not the degrees and certifications you have. You're the one who would take all the resources and leverage them to fit all the pieces of the project puzzle

together. Does that sound like a challenging and rewarding career? If you answered yes, then I am the right person to help you. I've contributed to and managed many projects-including global and complex. I know what it takes to master project management, and I will help you unlock those secrets, so you can level up to expert and become effective. This book will reveal: Key competencies every project manager must master How to manage the triple constraint triangle to your advantage Creative solutions for solving problems Technical expertise, including knowing your business and industry 7 areas of your continuous improvement Leadership techniques to tackle risk and manage team members Bulletproof tips for getting the sponsor on your side Ways to implement productive PM culture How to execute strongly and close out a project early 6 skills to level up your PM game A free bonus checklist: getting support from the management, sponsor, and stakeholders Still not sure if you can become an effective PM? Here are the questions that I'm often asked. I don't have a college degree. Fortunately, it isn't necessary. Project managers need leadership and technical skills, not specific degrees. With the right experience and training, it doesn't matter whether you went to college or what you studied. I've never been a programmer, can I still be a project manager? I'll be honest with you. Familiarity with coding does help if you want to lead projects in the IT and software sectors. However, there are many, many other industries and fields who need good project managers without requiring coding expertise. What if I don't have any experience in project management? This book will give you ideas for hands-on experience in your community that will help you get in the door. Plenty of companies offer entry-level positions where you can hone your skills, and you'll learn what companies are looking for when they hire a project manager. Once you put the suggestions in this book into place, you'll join successful project managers all over the world in an exciting, fast-paced career. Not only that, but you can use these skills to

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*Project Management for the Unofficial Project Manager* Kory Kogon 2015 No project management training? No problem! In today's workplace, employees are routinely expected to coordinate and manage projects. Yet, chances are, you aren't formally trained in managing projects-you're an unofficial project manager. FranklinCovey experts Kory Kogon, Suzette Blakemore, and James Wood understand the importance of leadership in project completion and explain that people are crucial in the formula for success. *Project Management for the Unofficial Project Manager* offers practical, real-world insights for effective project management and guides you through the essentials of the people and project management process: Initiate Plan Execute Monitor/Control Close Unofficial project managers in any arena will benefit from the accessible, engaging real-life anecdotes, memorable "Project Management Proverbs," and quick reviews at the end of each chapter. If you're struggling to keep your projects organized, this book is for you. If you manage projects without the benefit of a team, this book is also for you. Change the way you think about project management-"project manager" may not be your official title or necessarily your dream job, but with the right strategies, you can excel.

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*Proactive Project Management* Morten Fangel 2018-05-23 One mindset is that the project management process itself should be lead. You promote proactive project management by planning and evaluating relevant management initiatives - and by adapting the level of effort and the tools for the project's degree of complexity. The entire book can be considered as a method with tools for such planning and evaluating the project management. Another mindset is that the project management is not only a task for the project managers. The project owners, the participants and other parties must also be proactively involved in the management process. Such co-management means that the analyses and plans created will become more relevant- and have more impact on the project process. The general tool for such an approach, as presented in this book, is to facilitate the management activities. The entire book is a supplement to the existing literature on project management. The new mindsets and methods promote the idea of being a more reflective project manager - and thereby gaining even more benefit from knowledge obtained from other books and from personal experiences.

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**Project Management ToolBox** Russ J. Martinelli 2016-02-01 Boost your performance with improved project management tactics *Project Management ToolBox: Tools and Techniques for the Practicing Project Manager, Second Edition* offers a succinct explanation of when, where, and how to use project management resources to enhance your work. With updated content that reflects key advances in the project management field, including planning, implementation, control, cost, and scheduling, this revised text offers added material that covers relevant topics, such as agility, change management, governance, reporting, and risk management. This

comprehensive resource provides a contemporary set of tools, explaining each tool's purpose and intention, development, customization and variations, and benefits and disadvantages. Additionally, examples, tips, and milestone checks guide you through the application of these tools, helping you practically apply the information you learn. Effective project management can support a company in increasing market share, improving the quality of products, and enhancing customer service. With so many aspects of project management changing as the business world continues to evolve, it is critical that you stay up to date on the latest topics in this field. Explore emerging topics within the world of project management, keeping up to date on the latest, most relevant subject areas Leverage templates, exercises, and PowerPoint presentations to enhance your project management skills Discuss tips, reporting, implementation, documentation, and other essentials of the project management field Consider how project management fits into various industries, including technology, construction, healthcare, and product development Project Management ToolBox: Tools and Techniques for the Practicing Project Manager, Second Edition is an essential resource for experienced project managers and project management students alike. Project Planner Robin Smithy publishing 2020-07-11 8.5" x 11" paperback notebook with multiple sections to write in every part of your project (notes, description, materials, ideas...). 100 pages. This is a must have to organize and keep track of any personal project such as home improvement projects, home decor projects, family projects, brainstorming, ideas, travel projects and more." Order one of our project notebooks today to help keep you organised. *Project Management, Second Edition (Briefcase Books Series)* Gary R. Heerkens 2013-11-22 ON TIME, ON BUDGET . . . MANAGE EVERY PROJECT LIKE A PRO In today's environment of tight turnarounds and even tighter budgets, the effective project manager is often considered the most valuable member of a workplace team. *Project Management, Second Edition*, provides a step-by-step introduction to the tools and techniques necessary to successfully spearhead your next project. This new edition has

everything that made the original so popular, plus it has been updated to reflect new principles and strategies in team building, planning, estimating costs, managing project interfaces, and more--providing you with the kind of business savvy today's project manager is expected to possess. Learn how to: Stay on top of all aspects of your project: process, interpersonal, and organizational Forge a spirit of cooperation--and achievement--among diverse team members Manage all the contingencies--foreseen and unforeseen--that come up in every project

**Project Planner** six Troy publishing 2020-07-11 8.5" x 11" paperback notebook with multiple sections to write in every part of your project (notes, description, materials, ideas...). 100 pages. This is a must have to organize and keep track of any personal project such as home improvement projects, home decor projects, family projects, brainstorming, ideas, travel projects and more." Order one of our project notebooks today to help keep you organised. *Project Management* Gary R. Heerkens 2001-09-22 This reader-friendly series is a must read for all levels of managers All managers, whether brand-new to their positions or well established in the corporate hierarchy, can use a little brushing-up now and then. The skills-based Briefcase Books Series is filled with ideas and strategies to help managers become more capable, efficient, effective, and valuable to their corporations. *Project Management* reviews the steps in organizing and managing projects, from how to build a realistic schedule to how to measure both success and failure. A concise and accessible, yet authoritative, guide to a topic in which books are more often lengthy and technical, *Project Management* discusses team building, timing, the planning process, estimating project costs, managing project interfaces, the four stages of risk management, and more.

**Project Management - Complete Guide For A+ Project Managers** Adil Khan 2023-11-29 Are you ready to make a BIG impact at work? Your next project could be a real opportunity for you and your team to shine! Unfortunately, too many professionals have never been given the essential toolkit needed to execute business projects successfully. Without this powerful set

of skills, many otherwise talented people are left wondering: Why does working on this project feel painful and chaotic? How am I going to tell my boss that we're going to blow the deadline? What will it take to stop feeling like I'm drowning at work? Trust me, I know what this feels like. Before I became a formal project manager of multi-million dollar projects-and later, an executive-I was what people sometimes call an "Accidental Project Manager." An accidental project manager (also sometimes called an "occasional project manager" or "unofficial project manager") is someone who is not a formal project manager by title or training, but who is still asked to lead business projects in addition to their day-to-day work. In those early years of leading projects, I struggled to find training and advice that was tailored to me and my situation as a non-technical project manager. It took time, experience, and a lot of trial and error to learn to consistently deliver results. That's why I felt it was so important to put together this Book...to save you time and help you get results faster.

Project Management for the Unofficial Project Manager (Updated and Revised Edition) Kory Kogon 2024-01-16 No project management training? No problem! In today's workplace, employees are routinely expected to coordinate and manage projects. Yet, chances are, you aren't formally trained in managing projects—you're an unofficial project manager. FranklinCovey experts Kory Kogon and Suzette Blakemore understand the importance of leadership in project completion and explain that people are crucial in the formula for success. This updated and revised edition of Project Management for the Unofficial Project Manager offers practical, real-world insights for effective project management and guides you through the essentials of the value, people, and project management process: Scope Plan Engage Track and Adapt Close If you're struggling to ensure multiple projects are finished with high value and on time, this book is for you. If you manage projects without the benefit of a team, this book is also for you. Change the way you think about project management—"project manager" may not be your official title, but with the right strategies, you can excel in this project economy.

*Project Management for the Unofficial Project Manager* Kory Kogon 2015-04-07 No project management training? No problem! In today's workplace, employees are routinely expected to coordinate and manage projects. Yet, chances are, you aren't formally trained in managing projects—you're an unofficial project manager. FranklinCovey experts Kory Kogon, Suzette Blakemore, and James Wood understand the importance of leadership in project completion and explain that people are crucial in the formula for success. Project Management for the Unofficial Project Manager offers practical, real-world insights for effective project management and guides you through the essentials of the people and project management process: Initiate Plan Execute Monitor/Control Close Unofficial project managers in any arena will benefit from the accessible, engaging real-life anecdotes, memorable "Project Management Proverbs," and quick reviews at the end of each chapter. If you're struggling to keep your projects organized, this book is for you. If you manage projects without the benefit of a team, this book is also for you. Change the way you think about project management—"project manager" may not be your official title or necessarily your dream job, but with the right strategies, you can excel.

**Everyday Project Management** Peter Mulraney 2018-01-12 An introduction to project management for unofficial project managers. Projects involving billions of dollars require serious project management by highly qualified and experienced project managers. You probably won't be doing any of that if you're looking at this book, but that doesn't mean you can't benefit from applying the principles of project management to your everyday work or personal projects. In *Everyday Project Management*, author Peter Mulraney uses a conversational style to demystify project management for untrained project managers, and gives you access to tools the professional use - without having to read hundreds of pages or take a test. *Everyday Project Management* is informed by Peter's twenty years of playing in the project space in banking and government, and his application of project management principles to writing and publishing numerous books. Project Management Workbook for the

Unofficial Project Manager Kory Kory 2020-12

### **Essential Information in Project**

**Managment** Ginger Cooper 2022-09-16 In order to better understand project management, this paper will provide a quick introduction of the technique that guides the majority of professionally managed projects. Many organisations do not have full-time project managers on staff, and it is typical to assemble a project team to take care of a particular demand. Although the majority of people lack formal training in project methodology, joining a project team may be a great learning experience and can improve a person's career profile. A project is a transient, one-time activity with a range of duration. It is carried out to meet a specific demand within an organisation, which could be to develop a good or service or alter a business procedure. This is completely at odds with how a company typically operates to create its goods or services on a continuous basis. For instance, if an organisation's work is to continuously build vehicles, that activity is regarded as functional because the organisation repeatedly produces the same goods or provides the same services, and employees keep their positions on a semi-permanent basis.

**Project Planner** Ted Kesler publishing

2020-07-11 8.5" x 11" paperback notebook with multiple sections to write in every part of your project (notes, description, materials, ideas...). 100 pages. This is a must have to organize and keep track of any personal project such as home improvement projects, home decor projects, family projects, brainstorming, ideas, travel projects and more." Order one of our project notebooks today to help keep you organised. *Project Management for the Unofficial Project Manager (Updated and Revised Edition)* Kory Kogon 2024-01-16 "This updated and revised edition of Project Management for the Unofficial Project Manager offers practical, real-world insights for effective project management and guides you through the essentials of the people and project management process"--

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