

TEMPLATES

FOR MANAGING TRAINING PROJECTS

Willis H. Thomas, PhD, PMP



Templates For Managing Training Projects

Gary L. Chefetz



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Case Studies in Project, Program, and Organizational Project Management Dragan Z. Milosevic, Peerasit Patanakul, Sabin Srivannaboorn, 2010-04-19 The ever expanding market need for information on how to apply project management principles and the PMBOK contents to day to day business situations has been met by our case studies book by Harold Kerzner That book was a spin off from and ancillary to his best selling text but has gained a life of its own beyond adopters of that textbook All indications are that the market is hungry for more cases while our own need to expand the content we control both in print and online would benefit from such an expansion of project management case content The authors propose to produce a book of cases that compliment Kerzner s book A book that offers cases beyond the general project management areas and into PMI s growth areas of program management and organizational project

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Projects Successfully with this Comprehensive Toolkit and Templates Emanuela Giangregorio, 2020-09-12 Project Management is fast becoming one of the most sought after skills across industries and job functions Many professionals are attracted to project management as a career choice Knowing how to implement a tried and tested approach that complements all popular methodologies such as PRINCE2 Agile and the PMI's PMBOK is essential for all project managers Based on Emanuela's internationally best selling course Practical Project Management this book condenses best practice project management methods into a practical and useful guide Learn from her real world experience and get started on your projects with a comprehensive set of tools and templates covering the entire project life cycle Armed with the benefits of the various methods and tools you should be able to convince colleagues of their importance to deliver projects successfully If you aim to complete a project qualification such as PRINCE2 or the PMI's PMP this book is highly recommended as pre reading to first understand all key project management concepts and their practical implementation This book introduces you to the concept of project management and walks you through the full project life cycle It follows a logical thinking approach and provides worked examples If you follow Emanuela's teaching in this book you will be equipped to deliver projects more confidently professionally and successfully You will learn how to adapt the approach to different types of projects in terms of their nature and complexity Templates in this book include a Project Brief Project Business Case Project Plan Governance Structure Responsibility Matrix Risks Management Log Stakeholder Mapping Project Communication Plan Project Actions Tracker and Gantt Chart Task Dependency Mapping Budget Breakdown and Tracker Kick Off Meeting Agenda Scope Change Management Log Issues Management Log Status Report Benefits Realisation Review Lesson Learnt Log Project Manager Skills Self Assessment EMANUELA is a performance improvement consultant with over 20 years experience in project management She has trained over 5 000 people on the subject around the world and understands how to explain complex topics simply Whether training in person or virtually she engages individuals and teams with energy enthusiasm and passion for continuous improvement Emanuela's books are all practical relevant and useful

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The Complete Project Management Office Handbook Gerard M. Hill,2007-08-22 The Complete Project Management Office Handbook Second Edition identifies the PMO as the essential business integrator of the people processes and tools that manage or influence project performance This book details how the PMO applies professional project management practices and successfully integrates business interests with project g Project Management - Best Practices Harold Kerzner,International Institute for Learning,2010-11-04 From senior executives across the globe insights for successful project management implementation The bestselling first edition of Project Management Best Practices Achieving Global Excellence set the course for project managers navigating the increasingly challenging task of working within global corporations and with distant and diverse work teams This new edition carries that tradition to the next step presenting a new set of firsthand accounts of how corporations around the world incorporate project management into their strategic business operations In this Second Edition senior managers of more than fifty global companies both large Fortune 500 and small and in all sectors of the market share their best practices in project management These industry leaders offer insight into best practices for Project risk management Project management for multinational cultures and cultural failures Focusing on value as well as cost and schedule Integrated and virtual project teams With new and updated information on the latest developments in the field Project Management Best Practices Achieving Global Excellence Second Edition offers a must have window onto the issues and their real world solutions facing corporate managers project and team managers engineers project team members and business consultants in today s global market Building Project-Management Centers of Excellence Dennis Bolles,2002-09-06 It s been shown again and again that business components from R D to systems engineering to manufacturing can benefit from a project centered management approach Now organizations that have had

success at the departmental or divisional level are taking the project management approach to new levels adopting PM standards into across the board management philosophies and business strategies This new model is known as the Project Management Center of Excellence PMCoEs need every group within the organization to work under the PM model but more important they need the proper tools to implement PM standards in new areas A crucial tool in developing project management objectives across the company this book covers Positioning project management as a business strategy Creating and managing an organizational PM portfolio Education training and internal PM certification programs Classifying projects benchmarking and mapping a methodology

It Professional's Guide to Project Management ,1995 **Effective Project Management** Robert K. Wysocki,2019-04-05 The popular guide to the project management body of knowledge now fully updated Now in its eighth edition this comprehensive guide to project management has long been considered the standard for both professionals and academics with nearly 40 000 copies sold in the last three editions Well known expert Robert Wysocki has added four chapters of new content based on instructor feedback enhancing the coverage of best of breed methods and tools for ensuring project management success With enriched case studies accompanying exercises and solutions on the companion website and PowerPoint slides for all figures and tables the book is ideal for instructors and students as well as active project managers Serves as a comprehensive guide to project management for both educators and project management professionals Updated to cover the new PMBOK Sixth Edition Examines traditional agile and extreme project management techniques the Enterprise Project Management Model and Kanban and Scrumban methodologies Includes a companion website with exercises and solutions and well as PowerPoint slides for all the figures and tables used Written by well known project management expert Robert Wysocki Effective Project Management Eighth Edition remains the comprehensive resource for project management practitioners instructors and students PMBOK is a registered mark of the Project Management Institute Inc

Using the Project Management Maturity Model Harold Kerzner,2011-11-29 Updated for today s businesses a proven model FOR assessment and ongoing improvement Using the Project Management Maturity Model Second Edition is the updated edition of Harold Kerzner s renowned book covering his Project Management Maturity Model PMMM In this hands on book Kerzner offers a unique industry validated tool for helping companies of all sizes assess and improve their progress in integrating project management into every part of their organizations Conveniently organized into two sections this Second Edition begins with an examination of strategic planning principles and the ways they relate to project management In the second section PMMM is introduced with in depth coverage of the five different levels of development for achieving maturity Easily adaptable benchmarking instruments for measuring an organization s progress along the maturity curve make this a practical guide for any type of company Complete with an associated Web site packed with both teaching and learning tools Using the Project Management Maturity Model Second Edition helps managers engineers project team members business consultants and others build a powerful foundation for company improvement and

excellence Global Project Management Mr Jean Binder,2012-09-28 Ongoing research shows that whilst 90 per cent of large companies are conducting global projects to take advantage of distributed skills around the clock operations and virtual team environments less than one third of them have effective established practices to help project managers and team members working over a distance As a consequence most organisations struggle to reach the required levels of quality and effectiveness from these projects because their methods and practices are not adapted to a global multi cultural environment where most communication is in writing and asynchronous Global Project Management describes how to adapt your organisation and your projects to thrive in this environment The book goes beyond the recommendations on collaborative tools to suggest the development of best practices on cross cultural team management and global communication recommend organisational changes and project structures and propose alternatives for the implementation of the new practices and methods The text is filled with real life examples and techniques and illustrates how to apply the recommendations as part of the successful management of any global project Business Driven PMO Success Stories Mark Price Perry,2013-01-13 Business Driven PMO Success Stories was written by and with over two dozen contributing authors from the worldwide project management and project management office PMO community It offers executives managers and all those involved in the projects of the organization an understanding of the value a PMO can provide the knowledge they need to determine the purpose of their PMO and how to craft a PMO best suited to fulfill that purpose Project Management for Drug Developers Joseph P. Stalder,2022-12-29 Project managers in drug development are the driving force behind the coordination of efforts This book provides a practical reference for project managers in the pharmaceutical and biotech drug development industry with the goal of assisting in creating an efficient and effective team structure and environment The text details the role of project managers at each stage of drug development the key interfaces that the PM will need to work closely with and essential tools of the trade including frequently used techniques and methodologies This book is useful for both entry level and advanced level PMs as well as non project managers from other functions Features Includes authors recent experience with improved tactics and technologies software at various stages of drug development Provides the most up to date and best practices techniques and methodologies in project management Details the role of the PM at each stage of drug development including working with the key interfaces throughout the process Diverse audience including nonproject managers in clinical development clinical operations regulatory affairs medical affairs clinical pharmacology and biostatistics Provides templates and timelines for critical paths from development to commercialization and has potential as a textbook on relevant courses *QuickBase: The Missing Manual* Nancy Conner,2007-03-21 Ready to put Intuit s QuickBase to work Our new Missing Manual shows you how to capture modify share and manage data and documents with this web based data sharing program quickly and easily No longer do you have to coordinate your team through a blizzard of emails or play frustrating games of guess which document is the right one QuickBase saves your

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Implementing Enterprise Portfolio Management with Microsoft Project Server 2002 Gary L.

Chefetz,2003-07-28 Implementing Enterprise Portfolio Management with Microsoft Project Server 2002 is written for anyone contemplating or actively engaged in implementing and managing Microsoft Project Server It guides you through a structured approach to implementation and conveys best practices for using the software once youve got it up and running This book provides unique technical and usability insights based on the author s real world experience It also contains extensive coverage on installation including the gotchas that can doom a poorly configured system Author Gary Chefetz is a Microsoft Project Most Valuable Professional who is well known in the Project community as a firefighter of botched implementation It is Chefetz s goal to provide you with the manual that the software didn t come with as well as the insight necessary to achieve success without the missteps many people make during implementation

Project Management Case Studies Harold Kerzner,2022-03-01 The latest edition in the gold standard of project management case study collections As a critical part of any successful competitive business project management sits at the intersection of several functional areas And in the newly revised Sixth Edition of Project Management Case Studies world renowned project management professional Dr Harold Kerzner delivers practical and in depth coverage of project management in industries as varied as automotive healthcare government manufacturing communications construction chemical aerospace and more The latest edition of this bestselling book acts as the perfect supplement to any project management textbook or as an aid in the preparation for the PMP certification exam The author includes new topics like risk management information sharing scope changes crisis dashboards and innovation The Sixth Edition includes ten new case studies and a wide array of updates to existing cases to meet today s industry standards and reflect the unique challenges facing modern project management

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PMP: Project Management Professional Exam Deluxe Study Guide Kim Heldman, 2018-02-28 NOTE The book included the incorrect URL to access the online test banks provided with the purchase of this book The correct URL is www.wiley.com/go/sybextestprep Comprehensive hands on prep for the latest PMP exam PMP Project Management Professional Exam Deluxe Study Guide Third Edition is your ultimate resource for one stop exam preparation Fully updated to reflect the latest version of the PMP exam this guide provides coverage of the entire exam outline with clear explanations every step of the way Expanded coverage of AGILE includes the basic principles value driven delivery stakeholder engagement team performance adaptive planning problem detection and resolution and continuous improvement to align with the A Guide to the Project Management Body of Knowledge PMBOK 6th Edition and its increased emphasis on agile adaptive and iterative practices Each chapter includes hands on scenarios that help you internalize essential PMP concepts and How This Applies to Your Current Project sidebars illustrate real world applications of important project management practices You also get a year of FREE access to the Sybex interactive online learning environment featuring an assessment test electronic flashcards practice questions and audio review with this new edition you also get access to free eBooks and bonus chapter resources to supplement your learning and deepen your understanding Two bonus practice CAPM exams are provided for those studying for the Certified Associate level exam If you are serious about earning your PMP certification you have to be serious about prep This guide is packed with resources information and the tools you need to succeed on the big day Master 100 percent of the exam objectives including expanded coverage of agile Practice applying your skills to real world workplace scenarios Access online practice questions flashcards and two bonus CAPM exams The PMP certification is recognized around the world for validating the most in demand skillset in today's IT marketplace When you're ready to take on the challenge the PMP Project Management Professional Exam Deluxe Study Guide is your one stop resource for success To register for access to the online test banks included with the purchase of this book please visit www.wiley.com/go/sybextestprep

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