



A pocket companion to PMI's  
**PMBOK® Guide**

Based on  
PMBOK® Guide  
Sixth Edition



Anton Zandhuis  
Thomas Wuttke

# Pmbok Pocket Guide

**Cynthia Snyder Dionisio**



## **Pmbok Pocket Guide:**

**A Pocket Companion to Pmi's Pmbok Guide** Paul Snijders, Thomas Wuttke, Anton Zandhuis, 2012 This pocket guide is based on the PMBOK Guide Fourth Edition It contains a summary of the PMBOK Guide to provide a quick introduction as well as a structured overview of this framework for project management This pocket guide deals with the key issues and themes within project management and the PMBOK Guide as follows A short overview of the activities of PMI Inc the organization and its standards PMBOK Guide Standard for Project Portfolio Management Standard for Program Management and other standards The essentials of the Project Lifecycle and Organization What are the key project management knowledge areas and processes Main target Group for this pocket guide is anyone with an interest in understanding the method in the PMBOK Guide framework or a systematic approach for project management The book is also very useful for members of a project management team in a project environment using the PMBOK Guide as a shared reference *Pmp Pocket Guide* Belinda Goodrich, 2018-02-15 Build your exam preparation confidence with this exceptional PMP quick reference study guide This supplemental tool is a key weapon in your PMP exam preparation arsenal The concise summaries of all of the important concepts are essential to passing the PMP exam Includes The PMBOK R Guide Framework Descriptions of all 49 processes Full list of the inputs tools techniques and outputs ITTOs Important must know sequences Key topics such as critical path method estimating techniques and earned value The ultimate dump sheet Application process and timeline Summary sheets for all 10 knowledge areas Exam tips and exam day experience The 7 Deadly Sins of Exam Preparation *A pocket companion to PMI's PMBOK Guide Fifth edition* Anton Zandhuis, Paul Snijders, Thomas Wuttke, 2015-01-01 Note This pocket book is available in several languages English German French Spanish Dutch This pocket guide is based on the PMBOK Guide Fifth Edition It contains a summary of the PMBOK Guide to provide a quick introduction as well as a structured overview of this framework for project management This pocket guide deals with the key issues and themes within project management and the PMBOK Guide as follows Key terms and definitions in the project management profession A short overview of the activities of PMI Inc the organization and its standards PMBOK Guide Standard for Project Portfolio Management Standard for Program Management and other standards The essentials of the Project Lifecycle and Organization What are the key project management knowledge areas and processes Main target Group for this pocket guide is anyone with an interest in understanding the PMBOK Guide framework or a systematic approach for project management The book is also very useful for members of a project management team in a project environment using the PMBOK Guide as a shared reference A complete but concise description of the PMBOK Guide for anyone involved in projects or project management for only 15 95 **A Pocket Companion to Pmi's Pmbok(r) Guide** Anton Zandhuis, 2019 This pocket guide is based on the PMBOK R Guide Sixth Edition It contains a summary of the PMBOK R Guide to provide a quick introduction as well as a structured overview of this framework for project management *A pocket companion to*

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PMBOK® Guide Fifth edition Thomas Wuttke, Paul Snijders, Anton Zandhuis, 2013-02-07 Note This pocket book is available in several languages English German French Spanish Dutch This pocket guide is based on the PMBOK Guide Fifth Edition It contains a summary of the PMBOK Guide to provide a quick introduction as well as a structured overview of this framework for project management This pocket guide deals with the key issues and themes within project management and the PMBOK Guide as follows Key terms and definitions in the project management profession A short overview of the activities of PMI Inc the organization and its standards PMBOK Guide Standard for Project Portfolio Management Standard for Program Management and other standards The essentials of the Project Lifecycle and Organization What are the key project management knowledge areas and processes Main target Group for this pocket guide is anyone with an interest in understanding the PMBOK Guide framework or a systematic approach for project management The book is also very useful for members of a project management team in a project environment using the PMBOK Guide as a shared reference A complete but concise description of the PMBOK Guide for anyone involved in projects or project management for only 15 95

**ISO 21500 Guidance on project management - A Pocket Guide** Anton Zandhuis, Rommert Stellingwerf, 2015-01-01 This pocket guide explains the content and the practical use of ISO 21500 Guidance on project management the latest international standard for project management and the first of a family of ISO standards for project portfolio and program management ISO 21500 is meant for senior managers and project sponsors to better understand project management and to properly support projects for project managers and their team members to have a reference for comparing their projects to others and it can be used as a basis for the development of national standards This pocket guide provides a quick introduction as well as a structured overview of this guidance and deals with the key issues within project management Roles and responsibilities Balancing the project constraints Competencies of project personnel All ISO 21500 subject groups

themes are explained Integration Stakeholder Scope Resource Time Cost Risk Quality Procurement and Communication A separate chapter explains the comparison between ISO 21500 and PMBOK Guide PRINCE2 Agile Lean Six Sigma and other methods practices and models Finally it provides a high level description of how ISO 21500 can be applied in practice using a generic project life cycle Proper application of this new globally accepted project management guideline will support organizations and individuals in growing their project management maturity consistently to a professional level

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**The Manager's Pocket Guide to Project Management** Michael Greer,1999 If you want a concise distillation of all the essential tasks an effective project manager should be executing The Manager s Pocket Guide to Project Management is the book for you The author presents a performance support system based on the Project Management Institute s Project Management Body of Knowledge It reflects the best practices in the emerging field of project management The Manager s Pocket Guide to Project Management is a set of worksheets guidelines checklists and other tools for use by novices to perform specific project management tasks in a step by step fashion It s not necessary to read through the entire book to apply a particular tool The Manager s Pocket Guide to Project Management allows those new to project management to quickly acquire broad knowledge and skills related to the project management processes terminology tools and techniques product description

*MSF, Pocket Guide* Microsoft Corporation,Marlys Keeton Powers,2004-02-26 This framework is a collection of proven practices for software development and infrastructure deployment project success It looks at the most common causes of IT project failure and provides guidance on how to organize teams manage risk and develop and deploy business driven IT solutions

Project Management Techniques Pocket Guide Pasquale De Marco,2025-05-01 Project Management Techniques Pocket Guide is the essential guide to project management for anyone who wants to succeed in this challenging and rewarding field Whether you are a project manager a team member or a

stakeholder understanding the basics of project management can help you to improve your performance and achieve your goals This book covers everything you need to know from the basics of project planning and execution to the latest trends and best practices Written in a clear and concise style with plenty of examples and case studies to illustrate the concepts discussed this book is the perfect resource for anyone who wants to learn more about project management In this book you will learn The basics of project management including project planning execution and closure The different project management tools and techniques available How to manage projects in different industries The future of project management With its clear and concise style and its wealth of examples and case studies this book is the perfect resource for anyone who wants to learn more about project management Whether you are new to the field or you are looking to improve your skills this book has something to offer you Pasquale De Marco is a leading expert in project management with over 20 years of experience in the field He has worked on a wide range of projects from small to large and has a deep understanding of the challenges and rewards of project management Pasquale De Marco is also a sought after speaker and trainer and he has delivered workshops and presentations on project management to audiences around the world He is passionate about helping others to succeed in project management and he is committed to providing them with the tools and resources they need to achieve their goals If you like this book write a review on google books

**Implementing IT Governance - A Pocket Guide** Dr. Gad Selig, 2008-04-12 The issues opportunities and challenges of aligning information technology more closely with an organization and effectively governing an organization s Information Technology IT investments resources major initiatives and superior uninterrupted service is becoming a major concern of the Board and executive management in enterprises on a global basis An integrated and comprehensive approach to the alignment planning execution and governance of IT and its resources has become critical to more effectively align integrate invest measure deploy service and sustain the strategic and tactical direction and value proposition of IT in support of organizations Much has been written and documented about the individual components of IT Governance such as strategic planning demand portfolio investment management program and project management IT service management and delivery strategic sourcing and outsourcing performance management and metrics like the balanced scorecard compliance and others Much less has been written about a comprehensive and integrated IT Business Alignment Planning Execution and Governance approach This new title fills that need in the marketplace and gives readers a structured and practical solutions using the best of the best principles available today The book is divided into nine chapters which cover the three critical pillars necessary to develop execute and sustain a robust and effective IT governance environment leadership and proactive people and change agents flexible and scalable processes and enabling technology Each of the chapters also covers one or more of the following action oriented topics demand management and alignment the why and what of IT strategic planning portfolio investment management decision authority etc execution management includes the how Program Project Management IT Service Management and Delivery

with IT Infrastructure Library ITIL and Strategic Sourcing and outsourcing performance risk and contingency management e g includes COBIT the balanced scorecard and other metrics and controls and leadership teams and people skills

Endorsements Selig has brought together his years of practical experience and his academic training to produce a valuable resource on how to successfully manage IT He uses IT governance as the focal point for executing best practices to create alignment between IT and the business In today s marketplace where no organization can compete effectively without alignment this book can become the executive handbook for IT management Christine V Bullen Senior Lecturer Howe School of Technology Management Stevens Institute of Technology Dr Selig has written an extremely comprehensive book on IT Governance It is so comprehensive that today s IT leader need look at few other sources to ensure that they have nailed what it takes to lead a world class IT organization It provides details yet serves as a easily reference able road map for today s busy IT executives it s a great desktop companion Stu Werner Executive Vice President and CIO Li Fong U S A Dr Selig s book on this topic is a great resource for all IT practitioners and brings together every critical aspect relating to IT governance This book lays out a roadmap to executing within a solid governance model It looks at all aspects of establishing marinating growing and sustaining an IT ecosystem The combination of case studies and disciplined approaches to building well structured processes committed leaders and change agents will help the board executive management and most of all CIO s and IT professionals think through what has worked what can work and how to deploy IT governance successfully I very much enjoyed reading the chapters I think you have a great book and I look forward to reading it when it comes out Dick LeFave CIO Sprint Nextel In an era when strong IT governance is an increasingly critical component of visionary business and technology leadership Dr Selig s book provides a welcome compendium of successful practices Experienced leaders will find it a valuable reference while early career managers will appreciate the clear actionable framework for developing high quality sustainable governance models of their own Hank Zupnick CIO GE Real Estate Dr Selig s book is a well thought out and comprehensive reference guide on the successful governance of IT in context of the larger business It successfully combines practical check lists and governance models with real world insights in an easy to read format The book is organized into logical sections that make it easy to find topics of relevance This book will be useful when setting up a new governance model or challenging and improving what is in place today It is written in a format that allows the reader to stand back from the detail and look a the bigger picture recognizing that an integrated approach to IT governance is critical to the overall health of a successful business Dr Selig has captured this complex topic in a way that will prove a valuable reference for all levels of Executives and managers that are involved in IT governance Nicholas Willcox Director IT Unilever Americas Dr Selig s blend of executive IT and senior level business experience in major companies combined with many years of teaching experience and research effort have enabled him to create a unique book that blends many different components and perspectives on IT Governance into a single framework Written for senior and aspiring IT and business

leaders his book draws upon practical experience research and best practices as well as the collective wisdom of the many senior IT leaders he has interacted with in teaching IT Governance A five star rating James R Shea Director Syracuse University Center for Business Information Technologies Dr Selig has created a veritable IT Governance Encyclopedia for the 21st century IT executive If something isn't covered here you probably don't need to know it Peter Schay Executive VP The Advisory Council

**Six Sigma for IT Management - A Pocket Guide** Melvin Harteveld, Sven den Boer, 2011-03-03 Six Sigma provides a quantitative methodology of continuous process improvement and cost reduction by reducing the amount of variation in process outcomes The production of a product be it a tangible product like a car or a more abstract product like a service consists of a series of processes All processes consist of a series of steps events or activities Six Sigma measures every step of the process by breaking apart the elements within each process identifying the critical characteristics defining and mapping the related processes understanding the capability of each process discovering the weak links and then upgrading the capability of the process It is only by taking these steps that a business can raise the high water mark of its performance IT is now a fundamental part of business and business processes this book demonstrates how IT can be made to work as an enabler to better business processes and how the Six Sigma approach can be used to provide a consistent framework for measuring process outcomes ITIL defines the what of Service Management Six Sigma defines the how of process improvement together they are a perfect fit of improving the quality of IT service delivery and support The Six Sigma approach also provides measures of process outcomes and prescribes a consistent approach in how to use these metrics This Pocket guide provides a coherent view and guidance for using the Six Sigma approach successfully in IT service organisations It particularly aims to merge ITIL and Six Sigma into a single approach for continuous improvement of IT service organizations

*ISO/IEC 38500: A pocket guide, second edition* Alan Calder, 2019-09-26 This useful pocket guide is an ideal introduction for those wanting to understand more about ISO 38500 It describes the scope application and objectives of the Standard and outlines its six core principles

**The TOGAF® Standard, 10th Edition - A Pocket Guide - 2025 Update** Andrew Josey, Dave Hornford, 2025-08-12 This is the official Pocket Guide for the TOGAF Standard 10th Edition from The Open Group Building on over 25 years of development and constant input from The Open Group Architecture Forum's global community of Enterprise Architecture thought leaders the TOGAF Standard 10th Edition expands the material available to architecture practitioners to make adoption of best practices easier With greatly expanded guidance and how to material it enables organizations to operate in an efficient and effective way across a broad range of use cases including Agile enterprises and Digital Transformation The TOGAF Standard is the most prominent and reliable Enterprise Architecture standard ensuring consistent standards methods and communication among Enterprise Architecture professionals Those professionals who are



fluent in the TOGAF approach enjoy greater industry credibility job effectiveness and career opportunities The TOGAF approach helps practitioners avoid being locked into proprietary methods utilize resources more efficiently and effectively and realize a greater return on investment This official Pocket Guide provides an overview of the contents and purpose of the TOGAF Standard in a condensed form As such it does not cover every aspect of the standard in detail but provides highlights and key reference information This document includes changes introduced in the TOGAF Standard 10th Edition Technical Corrigendum 1 Topics covered include A high level introduction to the TOGAF Standard introducing the modular TOGAF documentation set the TOGAF Library and the TOGAF framework Guidance on how to read the standard An introduction to the general how to information provided in the TOGAF Standard including guidance for practitioners and how to use the standard in the Digital Enterprise An overview of guidance to support the establishment of an Enterprise Architecture team An overview of the guidance provided in the TOGAF Standard for specific topic domains including Security Architecture Business Architecture Data Information Architecture Agile Methods and Reference Models and Methods An introduction to the TOGAF Fundamental Content documents provided in the TOGAF Standard including Key techniques of the ADM cycle Guidelines for adapting the TOGAF ADM for different usage scenarios The Architecture Content Framework Enterprise Architecture Capability and Guidance The TOGAF Architecture Development Method ADM An overview of ADM deliverables

**Business Analysis Based on BABOK® Guide Version 2 - A Pocket Guide** Jarett Hailes, 1970-01-01 A Guide to the Business Analysis Body of Knowledge BABOK Guide is the collection of knowledge within the profession of business analysis and reflects current generally accepted practices As with other professions the body of knowledge is defined and enhanced by the business analysis professionals who apply it in their daily work role The purpose of this pocket guide to the BABOK Guide is to help understand the key knowledge found within the BABOK Guide and how it can be applied to a particular situation Primary target groups for this pocket guide are Individuals interested in how business analysis works or who may want to become Business Analysts Business Analysts as a quick reference during the course of their day to day work Team members working on projects or within normal organizational operations where business analysis is performed Managers and executives who need to understand how business analysis can help improve their organizations This pocket guide is based upon the content found in Version 2 of the BABOK Guide The BABOK Guide was first published by the International Institute of Business Analysis IIBA in 2005 Version 2.0 was released in March 2009 The BABOK Guide describes business analysis areas of knowledge their associated activities and the tasks and skills necessary to be effective in their execution The BABOK Guide is a reference for professional knowledge for business analysis and provides the basis for the Certified Business Analysis Professional CBAP and the Certification of Competency in Business Analysis CCBA certifications A Project Manager's Book of Forms Cynthia Snyder Dionisio, 2017-10-31 Essential project management forms aligned to the PMBOK Guide Sixth Edition A Project Manager's Book of Forms is an essential companion to the Project Management

Institute's A Guide to the Project Management Body of Knowledge Packed with ready made forms for managing every stage in any project this book offers both new and experienced project managers an invaluable resource for thorough documentation and repeatable processes Endorsed by PMI and aligned with the PMBOK Guide these forms cover all aspects of initiating planning executing monitoring and controlling and closing each form can be used as is directly from the book or downloaded from the companion website and tailored to your project's unique needs This new third edition has been updated to align with the newest PMBOK Guide and includes forms for agile the PMI Talent Triangle technical project management leadership strategic and business management and more The PMBOK Guide is the primary reference for project management and the final authority on best practices but implementation can quickly become complex for new managers on large projects or even experienced managers juggling multiple projects with multiple demands This book helps you stay organized and on track helping you ensure thorough documentation throughout the project life cycle Adopt PMI endorsed forms for documenting every process group Customize each form to suit each project's specific needs Organize project data and implement a repeatable management process Streamline PMBOK Guide implementation at any level of project management experience Instead of wasting time interpreting and translating the PMBOK Guide to real world application allow PMI to do the work for you A Project Manager's Book of Forms provides the PMBOK aligned forms you need to quickly and easily implement project management concepts and practices PMBOK Guide Paul Snijders, Thomas Wuttke, Anton Zandhuis, 2009 This Pocket Guide supplies a summary of the PRINCE2 method to provide a quick introduction as well as a structured overview of the method Main target Group for this pocket guide is anyone who wants to get to know the method PRINCE2 or a methodical approach for project management The book is also very useful for members of a project management team on a project using the PRINCE2 method Furthermore this pocket guide can be used as literature for the preparation of the PRINCE2 Edition 2009 Foundation exam This pocket guide is based on PRINCE2 Edition 2009 This pocket deals with the key issues and themes within project management and PRINCE2 What are the key project management processes What are the key project management processes Tailoring PRINCE2 **Bringing the PMBOK Guide to Life** Frank P. Saladis, Harold Kerzner, 2009-04-06 Transform the PMBOK Guide from a framework to a sharpened tool in your project manager's toolbox In project management circles it's often joked that there's the right way the wrong way and the PMBOK way to manage projects In truth it's really about the methodology you choose The PMBOK Guide is a consensus based standard that thousands of project management professionals find immensely valuable in the process of developing an effective methodology But exactly how does a project manager take the information provided in the PMBOK Guide and apply it most effectively and appropriately to an actual project environment This book can be the answer It is basically a guide to the guide a road map to applying the tools of the PMBOK Guide to your organization's or project's unique nature and requirements Bringing the PMBOK Guide to Life A Companion for the Practicing Project Manager builds a bridge between

the PMBOK Guide and the common needs of today's practicing project managers. It explains and elaborates on specific techniques, terms, and the application of tools that will enable project managers to effectively adapt the principles and processes described in the PMBOK Guide to the practical world of project management. Readers will find suggested approaches for the use of project management tools and techniques along with templates developed directly from information provided in the PMBOK Guide. Suggestions and study tips are also included to assist in preparing for the PMP exam, and a Project Plan Accelerator (PPA) can be used with the PMBOK Guide by project managers and project teams to develop plans that are specifically tailored to meet the needs of your team, your clients, and your sponsoring organization. Written by two of the leading experts in the field, *Bringing the PMBOK to Life* will help every project manager translate the PMBOK Guide's tools and techniques into actionable, commonsense approaches to managing a project. PMI, PMBOK, PMP, and Project Management Professional are registered marks of the Project Management Institute, Inc. [PMP Pocket Guide](#)

Belinda Goodrich, 2018-02-14

## **Pmbok Pocket Guide** Book Review: Unveiling the Magic of Language

In an electronic digital era where connections and knowledge reign supreme, the enchanting power of language has become apparent than ever. Its power to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "**Pmbok Pocket Guide**," compiled by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound affect our existence. Throughout this critique, we will delve in to the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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