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# **Absolute Beginners Guide To Project Management 2nd Edition:**

Absolute Beginner's Guide to Project Management Greg Horine, 2009-01-16 Why learn project management the hard way Absolute Beginner's Guide to Project Management Second Edition will have you managing projects in no time Here's a small sample of what you ll learn Key concepts and fundamentals behind best practice project management techniques The mindset and skill set of effective project managers Project techniques that work in any industry with any tools The common elements of successful projects Lessons from failed projects The value and importance of project leadership versus project management How to manage growing project trends and tough project types that first time project managers are likely to encounter How to make better use of Microsoft Project How to respond when project reality does not match textbook scenarios Expert insight on key project management concepts and topics You ve just been handed your department s biggest project Absolute Beginner's Guide to Project Management will show you exactly where to start and walk you step by step through your entire project Expert project manager Gregory Horine shows you exactly what works and what doesn t drawing on the field's proven best practices Understand your role as a project manager gain the skills and discover the personal qualities of great project managers learn how to organize estimate and schedule projects effectively manage deliverables issues changes risks quality vendors communications and expectations make the most of technology manage virtual teams avoid the problems that trip up new project managers This new edition jumpstarts your project management expertise even faster with all new insights on Microsoft Project challenging project situations and intriguing project management topics of **Project Management Absolute Beginner's Guide** Greg Horine, 2017-02-09 This is the eBook of the printed the day book and may not include any media website access codes or print supplements that may come packaged with the bound book Succeed as a project manager even if you ve never run a project before This book is the fastest way to master every project management task from upfront budgeting and scheduling through execution managing teams through closing projects and learning from experience Updated with more insights from the front lines including agile approaches dealing with security and privacy priorities and leading remote virtual teams along with the latest on Microsoft Project and PMI standards and certifications and a special bonus chapter on preparing for the PMP certification This book will show you exactly how to get the job done one incredibly clear and easy step at a time Project management has never ever been this simple Who knew how simple project management could be This is today s best beginner s guide to modern project management simple practical instructions for succeeding with every task you ll need to perform Here s a small sample of what you ll learn Master the key skills and qualities every project manager needs Lead projects don t just manage them Avoid 15 most common mistakes new project managers make Learn from troubled successful and recovered projects Set the stage for success by effectively defining your project Build a usable project plan and an accurate work breakdown structure WBS Create budgets and schedules that help you manage risk Use powerful control and reporting techniques including earned

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companion to the standard technical model and help those studying for various project management certifications The textbook takes an in depth look at the following areas important to the standard model Work Breakdown Structures WBS Earned Value Management EVM Enterprise project management Portfolio management PPM Professional responsibility and ethics Agile life cycle The text begins with a background section Chapters 1 9 containing material outside of the standard model structure but necessary to prepare students for the 10 standard model knowledge areas covered in the chapters that follow The text is rounded out by eight concluding chapters that explain advanced planning approaches models and projects external environments Recognizing that project management is an evolving field the textbook includes section written by industry experts who share their insight and expertise on cutting edge topics It prepares students for upcoming trends and changes in project management while providing an overview of the project management environment today In addition to guiding students through current models and standards Project Management Theory and Practice Third Edition prepares students for the future by stimulating their thinking beyond the accepted pragmatic view **Essentials of Health Information Systems and Technology** Jean A Balgrosky, 2014-08-11 As health care and public health continue to evolve the field of Health Information Systems HIS has revealed an overwhelming universe of new emerging competing and conflicting technologies and services Even seasoned HIS professionals as well as those new to the field are often confounded by these myriad systems Essentials of Health Information Systems and Technology unravels the mysteries of HIS by breaking these technologies down to their component parts while articulating intricate concepts clearly and carefully in simple reader friendly language The book provides a thorough yet unintimidating introduction to this complex and fascinating field This book will provide undergraduate and early graduate students with a solid understanding not only of what is needed for a successful healthcare career in HIS but also of the vast frontier that lies before us as we develop new tools to support improved methods of care analytics policy research and public health Contents Include HIS overview Systems and management Biomedical informatics Data and analytics Research policy and public health Future directions of HIS

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