

# 97 Things Every Project Manager Should Know Collective Wisdom From The Experts By Barbee Davis O'Reilly Media 2009 Paperback

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## TRAVIS TESSA

A Failsafe Guide to Keeping Projects On Track and On Budget  
Entrepreneur Press

In today's 'more for less' culture, the expectations of project management and delivery are no longer limited to budgets, schedules and quality. For projects to make an impact and have lasting value, the project manager must be able to strategize, innovate, motivate, empower and collaborate - in other words, project managers must learn how to lead. The Power of Project Leadership helps you transform into an effective project leader by shifting your managerial mindset into one of inspiration, motivation and influence. The book describes what good project leadership looks like and explains how to make the transition using concrete tools and strategies. With underlying theories to help the reader understand how teams and individuals are motivated, it ensures that project managers lead with vision, continuously improve and innovate, work with intent, empower the team, get closer to stakeholders, remain authentic and establish a solid foundation for their projects. The book has a practical and engaging approach and draws on over 25 interviews with leading experts who have made the transition from project managers to project leaders. These experts come from a variety of sectors and companies; including Expedia, British Gas, Standard Bank, Verizon Enterprise Solutions, Liquid Planner, and the UK Government.

*Developing Core Competencies to Help Outperform the Competition* "O'Reilly Media, Inc."

A hands-on guide for creating a winning engineering project Engineering Project Management is a practical, step-by-step guide to project management for engineers. The author - a successful, long-time practicing engineering project manager - describes the techniques and strategies for creating a successful engineering project. The book introduces engineering projects and their management, and then proceeds stage-by-stage through the engineering life-cycle project, from requirements, implementation, to phase-out. The book offers information for understanding the needs of the end user of a product and other stakeholders associated with a project, and is full of techniques based on real, hands-on management of engineering projects. The book starts by explaining how we perform the actual engineering on projects; the techniques for project management contained in the rest of the book use those engineering methods to create superior management techniques. Every topic - from developing a work-breakdown structure and an effective project plan, to creating credible predictions for schedules and costs,

through monitoring the progress of your engineering project - is infused with actual engineering techniques, thereby vastly increasing the effectivity and credibility of those management techniques. The book also teaches you how to draw the right conclusions from numeric data and calculations, avoiding the mistakes that often cause managers to make incorrect decisions. The book also provides valuable insight about what the author calls the social aspects of engineering project management: aligning and motivating people, interacting successfully with your stakeholders, and many other important people-oriented topics. The book ends with a section on ethics in engineering. This important book: Offers a hands-on guide for developing and implementing a project management plan Includes background information, strategies, and techniques on project management designed for engineers Takes an easy-to-understand, step-by-step approach to project management Contains ideas for launching a project, managing large amount of software, and tips for ending a project Structured to support both undergraduate and graduate courses in engineering project management, Engineering Project Management is an essential guide for managing a successful project from the idea phase to the completion of the project.

**A Project Manager's Book of Forms** O'Reilly Media

In this truly unique technical book, today's leading software architects present valuable principles on key development issues that go way beyond technology. More than four dozen architects - including Neal Ford, Michael Nygard, and Bill de hOra -- offer advice for communicating with stakeholders, eliminating complexity, empowering developers, and many more practical lessons they've learned from years of experience. Among the 97 principles in this book, you'll find useful advice such as: Don't Put Your Resume Ahead of the Requirements (Nitin Borwankar) Chances Are, Your Biggest Problem Isn't Technical (Mark Ramm) Communication Is King; Clarity and Leadership, Its Humble Servants (Mark Richards) Simplicity Before Generality, Use Before Reuse (Kevlin Henney) For the End User, the Interface Is the System (Vinayak Hegde) It's Never Too Early to Think About Performance (Rebecca Parsons) To be successful as a software architect, you need to master both business and technology. This book tells you what top software architects think is important and how they approach a project. If you want to enhance your career, 97 Things Every Software Architect Should Know is essential reading.

**Managing Engineering, Construction and Manufacturing Projects to PMI, APM and BSI Standards** Project

Management Institute

Quick Quizzes for Project Managers allows you to test your project management knowledge and expand your skills through story questions about interesting and mind-opening situations

faced every day by project managers in the field. You choose what you think is the correct answer, and then check your choice. Each answer is followed by a short, specific explanation that gives you background detail on the topic and a problem solving approach you could try in your own organization. Many of the questions come from working project managers around the world, concerned with issues they face in real projects. This is a fun, quick approach to expand your practical project management knowledge.

*What the best project managers know, do and say* Bookboon  
The Lazy Project Manager shows how adopting a more focused approach to life, projects and work can make us twice as productive. By concentrating project management to exercise effort where it really matters we will work smarter. The simple techniques of lazy project management can help us to work more effectively and improve our work-life balance.

*Project Management for Profit* O'Reilly Media  
Your answer to the software project management gap The Complete Software Project Manager: From Planning to Launch and Beyond addresses an interesting problem experienced by today's project managers: they are often leading software projects, but have no background in technology. To close this gap in experience and help you improve your software project management skills, this essential text covers key topics, including: how to understand software development and why it is so difficult, how to plan a project, choose technology platforms, and develop project specifications, how to staff a project, how to develop a budget, test software development progress, and troubleshoot problems, and what to do when it all goes wrong. Real-life examples, hints, and management tools help you apply these new ideas, and lists of red flags, danger signals, and things to avoid at all costs assist in keeping your project on track.

Companies have, due to the nature of the competitive environment, been somewhat forced to adopt new technologies. Oftentimes, the professionals leading the development of these technologies do not have any experience in the tech field—and this can cause problems. To improve efficiency and effectiveness, this groundbreaking book offers guidance to professionals who need a crash course in software project management. Review the basics of software project management, and dig into the more complicated topics that guide you in developing an effective management approach Avoid common pitfalls by perusing red flags, danger signals, and things to avoid at all costs Leverage practical roadmaps, charts, and step-by-step processes Explore real-world examples to see effective software project management in action The Complete Software Project Manager: From Planning to Launch and Beyond is a fundamental resource for professionals who are leading software projects but do not have a background in technology.

*Mastering Software Project Management* SitePoint  
Compared to a few decades ago, companies today are faced with a much more challenging environment providing successful products and solutions for their customers. They are dealing with global competition, very rapid change in technologies, and tremendous volatility in economic conditions. As project managers, we are helping our companies survive in this difficult landscape. We are “agents of change” and “drivers of change.” The most important project management methodology today that will help us deal with this change and this volatility is Agile. However, no one process or project management methodology fits all situations! Agile is not a panacea for all projects. Many times, our projects are large enough and complex enough that some parts of the project are best suited to using a predictive planning approach, and other parts are more suited to using Agile. Therefore, a hybrid approach that mixes the traditional,

waterfall approach with Agile is really required in many situations today. The agile community oftentimes has quite a negative view of hybrid approaches. Key writers on Agile often say that attempting to use hybrid will corrupt all attempts to use Agile, and will result in failure. In this book, the argument is made that integrating these methodologies can be done if approached the right way, and in fact, this is necessary today.

*Mommy Is a Project Manager* Business Expert Press  
If you create, manage, operate, or configure systems running in the cloud, you're a cloud engineer—even if you work as a system administrator, software developer, data scientist, or site reliability engineer. With this book, professionals from around the world provide valuable insight into today's cloud engineering role. These concise articles explore the entire cloud computing experience, including fundamentals, architecture, and migration. You'll delve into security and compliance, operations and reliability, and software development. And examine networking, organizational culture, and more. You're sure to find 1, 2, or 97 things that inspire you to dig deeper and expand your own career. "Three Keys to Making the Right Multicloud Decisions," Brendan O'Leary "Serverless Bad Practices," Manases Jesus Galindo Bello "Failing a Cloud Migration," Lee Atchison "Treat Your Cloud Environment as If It Were On Premises," Iyana Garry "What Is Toil, and Why Are SREs Obsessed with It?," Zachary Nickens "Lean QA: The QA Evolving in the DevOps World," Theresa Neate "How Economies of Scale Work in the Cloud," Jon Moore "The Cloud Is Not About the Cloud," Ken Corless "Data Gravity: The Importance of Data Management in the Cloud," Geoff Hughes "Even in the Cloud, the Network Is the Foundation," David Murray "Cloud Engineering Is About Culture, Not Containers," Holly Cummins

**Mastering Project Management** Harvard Business Review Press  
The landmark project management reference, now in a new edition Now in a Tenth Edition, this industry-leading project management "bible" aligns its streamlined approach to the latest release of the Project Management Institute's Project Management Body of Knowledge (PMI®'s PMBOK® Guide), the new mandatory source of training for the Project Management Professional (PMP®) Certification Exam. This outstanding edition gives students and professionals a profound understanding of project management with insights from one of the best-known and respected authorities on the subject. From the intricate framework of organizational behavior and structure that can determine project success to the planning, scheduling, and controlling processes vital to effective project management, the new edition thoroughly covers every key component of the subject. This Tenth Edition features: New sections on scope changes, exiting a project, collective belief, and managing virtual teams More than twenty-five case studies, including a new case on the Iridium Project covering all aspects of project management 400 discussion questions More than 125 multiple-choice questions (PMI, PMBOK, PMP, and Project Management Professional are registered marks of the Project Management Institute, Inc.)

*97 Things Every Data Engineer Should Know* Dyojo  
Take charge of your business--every step of the way Are you so busy putting out fires in your business that you don't have time to build your dreams? Put down the fire extinguisher for as long as it takes to read this book, and you'll emerge with a feeling of control you haven't experienced since you started your business. Project management helps you plan for and react to every challenge, opportunity and problem facing your business--tasks as diverse as opening a new location, developing an ad campaign, hiring new staff and more. Project-management

strategies will: Allow you to seize opportunities and solve problems Teach you to prioritize projects for the best results Reduce errors and improve your bottom line Implementing these project-management strategies will help you get the small hassles under control, leaving you free to focus on building the business of your dreams.

*7 Keys to Help You Transform from Project Manager to Project Leader* O'Reilly Media

Tap into the wisdom of experts to learn what every programmer should know, no matter what language you use. With the 97 short and extremely useful tips for programmers in this book, you'll expand your skills by adopting new approaches to old problems, learning appropriate best practices, and honing your craft through sound advice. With contributions from some of the most experienced and respected practitioners in the industry--including Michael Feathers, Pete Goodliffe, Diomidis Spinellis, Cay Horstmann, Verity Stob, and many more--this book contains practical knowledge and principles that you can apply to all kinds of projects. A few of the 97 things you should know: "Code in the Language of the Domain" by Dan North "Write Tests for People" by Gerard Meszaros "Convenience Is Not an -ility" by Gregor Hohpe "Know Your IDE" by Heinz Kabutz "A Message to the Future" by Linda Rising "The Boy Scout Rule" by Robert C. Martin (Uncle Bob) "Beware the Share" by Udi Dahan

**Project Management** John Wiley & Sons

If you create, manage, operate, or configure systems running in the cloud, you're a cloud engineer--even if you work as a system administrator, software developer, data scientist, or site reliability engineer. With this book, professionals from around the world provide valuable insight into today's cloud engineering role. These concise articles explore the entire cloud computing experience, including fundamentals, architecture, and migration. You'll delve into security and compliance, operations and reliability, and software development. And examine networking, organizational culture, and more. You're sure to find 1, 2, or 97 things that inspire you to dig deeper and expand your own career. "Three Keys to Making the Right Multicloud Decisions," Brendan O'Leary "Serverless Bad Practices," Manases Jesus Galindo Bello "Failing a Cloud Migration," Lee Atchison "Treat Your Cloud Environment as If It Were On Premises," Iyana Garry "What Is Toil, and Why Are SREs Obsessed with It?," Zachary Nickens "Lean QA: The QA Evolving in the DevOps World," Theresa Neate "How Economies of Scale Work in the Cloud," Jon Moore "The Cloud Is Not About the Cloud," Ken Corless "Data Gravity: The Importance of Data Management in the Cloud," Geoff Hughes "Even in the Cloud, the Network Is the Foundation," David Murray "Cloud Engineering Is About Culture, Not Containers," Holly Cummins

**Project Management Essentials** J. Ross Publishing

Offers a collection of essays on philosophies and strategies for defining, leading, and managing projects. This book explains to technical and non-technical readers alike what it takes to get through a large software or web development project. It does not cite specific methods, but focuses on philosophy and strategy.

**Fundamentals of Project Management** Butterworth-Heinemann

In *Collaboration Tools for Project Managers*, Elizabeth Harrin builds upon her 2010 book, *Social Media for Project Managers*, by providing the latest information, success stories, and an easy-to-follow guide to implementing online collaboration tools and helping to overcome obstacles. In order to communicate faster, work virtually with people across the globe, and get better business results, project teams should explore how online collaboration tools can deliver project success and improve business value.

"O'Reilly Media, Inc."

If the projects you manage don't go as smoothly as you'd like, *97 Things Every Project Manager Should Know* offers knowledge that's priceless, gained through years of trial and error. This illuminating book contains 97 short and extremely practical tips -- whether you're dealing with software or non-IT projects -- from some of the world's most experienced project managers and software developers. You'll learn how these professionals have dealt with everything from managing teams to handling project stakeholders to runaway meetings and more. While this book highlights software projects, its wise axioms contain project management principles applicable to projects of all types in any industry. You can read the book end to end or browse to find topics that are of particular relevance to you. *97 Things Every Project Manager Should Know* is both a useful reference and a source of inspiration. Among the 97 practical tips: "Clever Code Is Hard to Maintain...and Maintenance Is Everything" -- David Wood, Partner, Zepheira "Every Project Manager Is a Contract Administrator" -- Fabio Teixeira de Melo, Planning Manager, Construtora Norberto Odebrecht "Can Earned Value and Velocity Coexist on Reports?" -- Barbee Davis, President, Davis Consulting "How Do You Define 'Finished'?" -- Brian Sam-Bodden, author, software architect "The Best People to Create the Estimates Are the Ones Who Do the Work" -- Joe Zenevitch, Senior Project Manager, ThoughtWorks "How to Spot a Good IT Developer" -- James Graham, independent management consultant "One Deliverable, One Person" -- Alan Greenblatt, CEO, Sciova *Project Management, Planning and Control* Project Management Institute

Since project management offices began to appear in organizations over the last decade, project management practitioners and their organizations have been asking how to structure project management offices (PMOs) and what functions to assign them. In *The Project Management Office (PMO): A Quest For Understanding*, authors Brian Hobbs and Monique Aubry address these questions, providing a look at how PMOs exist today, and some clues about how and why they're changing. Of particular interest to practitioners, the authors address the roles that PMOs play in organizations, which provides valuable insights for better creating, structuring and governing PMOs. When designing a PMO, an organization has a variety of choices regarding the PMO's structure and role assignment. By providing a way to define PMOs by type, this research explores how to set up and define a PMO, depending upon the specific type of PMO. The authors discuss the many bases for the types of PMOs, including structural characteristics and functions, and how these types affect the PMO's role in the organization.

**Making Things Happen** Infinite Ideas

*97 Things Every Project Manager Should Know* Collective Wisdom from the Experts"O'Reilly Media, Inc."

*How to Get a Project Manager Job* John Wiley & Sons

This book IS NOT a how-to or step-by-step guide for project management, but it does contain many of those foundational principles that I believe will help you in your quest. Whatever your goals are, the key elements that will help you get there are your mindset and habits. While your core values should be constant and should not be compromised, your mindset will need to adapt and your habits will need to evolve. Obviously, this book is influenced by my experiences and perspectives, but I think you will find encouragement and inspiration within these pages. This book is intended for: \* Construction professionals who seek to grow their career opportunities through pursuing the role of project management. \* Project managers who need some guidance to better understand leadership development and execute their position. \* Managers who are looking for some

assistance in helping their team members develop in their roles and responsibilities as project managers. I like what I saw from the mediocre book. Jon puts into words things veterans of the industry should know and shortens the learning of those new to the industry. Most of us learn by on the job training with some guidance. His books provide guidance for those willing to take the next steps at raising their knowledge. - David Watts (NY) About the author: Jon Isaacson, The Intentional Restorer, is an author and host of The DYOJO Podcast. Jon speaks, writes, and coaches through his organization The DYOJO helping the start-up phase owners and growth-minded restoration professionals to shorten their DANG learning curve for personal and professional development. For over two decades Jon has been working in leadership roles with organizations in the construction, hazards abatement, and property restoration industries. This is book 3 in the Be Intentional series from The DYOJO - [thedyojo.com/book3](http://thedyojo.com/book3)  
*Project Management* Maven House Press

A comprehensive book on project management, covering all principles and methods with fully worked examples, this book includes both hard and soft skills for the engineering, manufacturing and construction industries. Ideal for engineering project managers considering obtaining a Project Management Professional (PMP) qualification, this book covers in theory and practice, the complete body of knowledge for both the Project Management Institute (PMI) and the Association of Project Management (APM). Fully aligned with the latest 2005 updates to the exam syllabi, complete with online sample Q&A, and updated to include the latest revision of BS 6079 (British Standards

Institute Guide to Project Management in the Construction Industry), this book is a complete and valuable reference for anyone serious about project management. â€¢The complete body of knowledge for project management professionals in the engineering, manufacturing and construction sectors â€¢Covers all hard and soft topics in both theory and practice for the newly revised PMP and APMP qualification exams, along with the latest revision of BS 6079 standard on project management in the construction industry â€¢Written by a qualified PMP exam accreditor and accompanied by online Q&A resources for self-testing

**Project Management)** "O'Reilly Media, Inc."

This book provides a quick and easy guide to the tasks, tools, and skills that will carry you from project launch to project completion. Everyday Project Management provides the direction you need to apply project management's time-tested tools for keeping things on time and under budget. It introduces the wide variety of tasks you will have to tackle, such as assembling a team, mapping out a plan, monitoring progress, keeping your team motivated, and using appropriate planning tools, such as project management software or wall charts. In addition, you'll gain a clearer picture of the project manager's role in the conception, planning, execution, control, and completion of a project. Each chapter offers essential, bite-sized nuggets of wisdom that will help you succeed, outlining the kinds of challenges you'll encounter, the interpersonal issues that will arise, and ways to stay on time and on budget in pursuit of the desired, quality outcome.