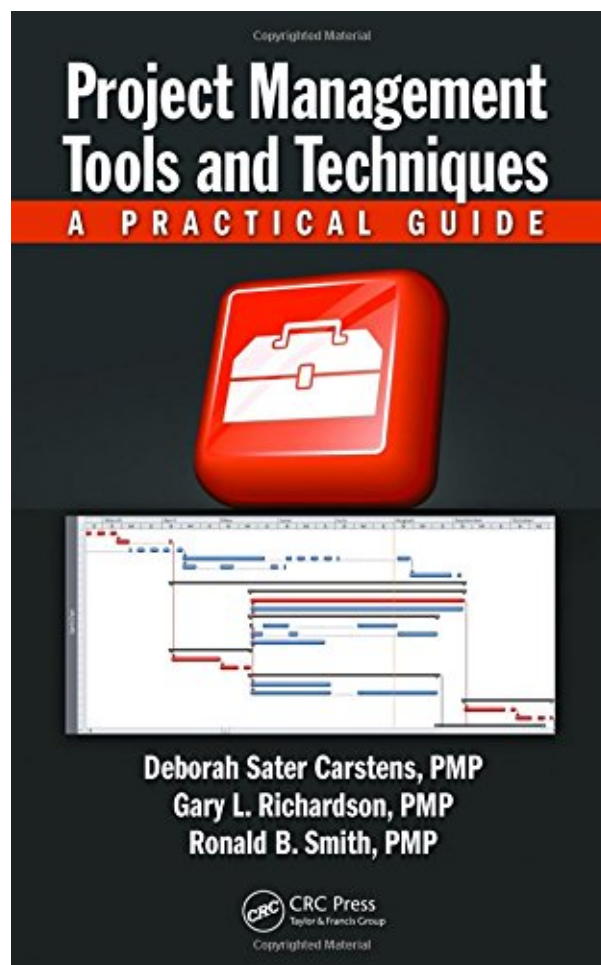


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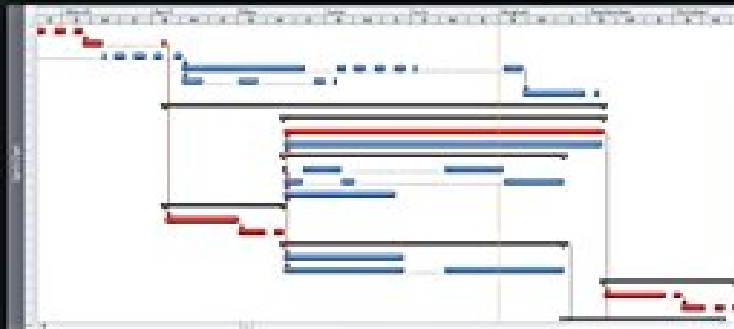
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Project Management Tools and Techniques

A PRACTICAL GUIDE



Deborah Sater Carstens, PMP
Gary L. Richardson, PMP
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"... step-by-step tools and techniques on the planning, execution and control of a project ... invaluable for the novice/student."

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A combination of art and skill that results in the balancing of project objectives against restraints of time, budget, and quality, effective project management requires skill and experience as well as many tools and techniques. Project Management Tools and Techniques: A Practical Guide describes these tools and techniques and how to use them, giving students the strong foundation they need to develop the skills and experience needed for a successful career in project management.

The first five sections discuss a typical project life cycle, and beginning with an introduction to project management in terms of the role it plays in the organization and how a business case drives the process. From this starting point, the various planning and control-oriented techniques described evolve this process through the life cycle from scope development to completion. The final section closes the discussion with a group of more contemporary topics labeled "advanced." These are essential tools that need to be in wide use but are still evolving in practice. Most of the chapters supply sample questions and exercises to help with a review of the material.

Each of the authors has extensive real-world experience in her or his respective professional areas with a combined experience of about 100 years. They have selected topics based on their valuation of the tool and its project management value. They present the material in such a way that the concepts can be applied to any project. Once this material is mastered, students will have a good overview regarding the basic planning and control actions required by a project manager. Also, this book will make a great reference guide that can be used by project managers and team members for years to come.

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More of a Business Analysis Text

By BNewby

I think the key part of this book's title comes in "tools and techniques." It also say "a practical guide," and I'm not sure it's completely practical. One of the exercises early on in the book is to ask the reader (or student) to list all of the templates in Microsoft Project 2010. Wow, list the templates you can see by opening a program, one of many project programs and also one that is already outdated (2013 is the new release). That's a tool, barely practical--at least you don't the need the book for that.

Anyway, the book veers off to a myriad of decision analysis tools. These aren't really project management tools. In fact, I'm not sure really where they'd be applied except maybe if you were an auditor or maybe just a managerial consultant looking to analyze the costs and structure of an organization. These have value. I like the book. But I wouldn't give book this to a newly hired project manager or someone who is in another discipline and now will be managing a project. In the end, this feels like a good business evaluation book, just not a good project management book.

0 of 0 people found the following review helpful.

A Textbook with Very Specific Focus, Not a Good Book For Learning Various Aspects of PM

By Mary Jo Sminkey

This book didn't have a whole lot of what I'd find useful in project management. It definitely is mainly about "tools" primarily meaning Microsoft Project, so if that's not what you use there's not going to be much here for you. You have to have a good knowledge of the Project Management Book of Knowledge (PMBOK) going in, so definitely not for beginners to the field and you won't find anything here about actually managing and leading a team of people. It assumes the reader is in the field of IT and is geared entirely to that area. I found the writing very dry and hard to follow a lot of times. Ultimately this just isn't a book I personally found useful but for someone heavily into using Project to track their projects and is already well versed in the various aspects of PM, there may be some good information here.

0 of 0 people found the following review helpful.

Not my "go to" project management book...

By ~purplemoon~

This book was for my husband; this is his review of it. The book provides the fundamental tools of project management such as project selection, work breakdown structures, activity estimation, and schedules. What too many managers do not understand is that project management is all about dealing with people. The practical guide does not focus on the fact without good people skills, the tools will do nothing but help people document their failures. The appendix provides a significant number of project management template links that were quite helpful.

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