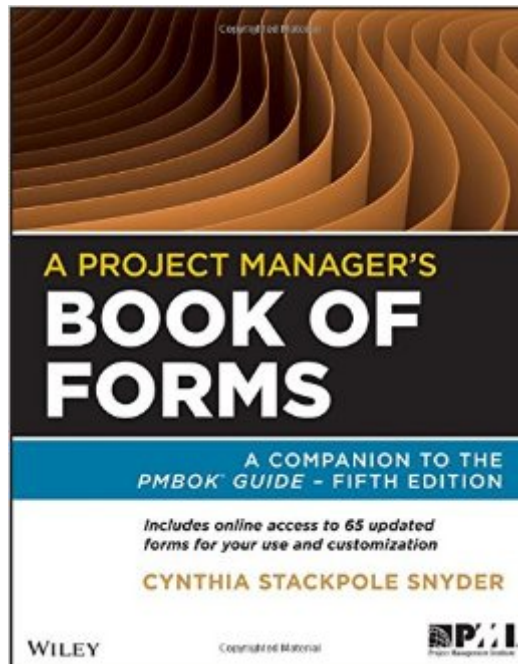


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A Project Manager's Book Of Forms: A Companion To The PMBOK Guide



Synopsis

A compendium of ready-made forms for managing every project in line with the latest PMBOK® Guide "Fifth Edition This valuable companion to the Project Management Institute's A Guide to the Project Management Body of Knowledge (PMBOK® Guide) "Fifth Edition presents a comprehensive and practical set of forms and reports that help project managers apply the concepts and practices described in the PMBOK® Guide. Designed specifically to assist both new and experienced project managers in handling all aspects of a project, this edition of A Project Manager's Book of Forms contains forms that cover all the process groups: initiating, planning, executing, monitoring and controlling, and closing. It also includes some forms not mentioned in the PMBOK® Guide, which you will find helpful in managing your project. Use the forms as a guide in collecting and organizing project information, or as a template for ensuring a set of consistent data on all projects. The forms can also be adopted on an organizational level to enable a repeatable approach to project management. Completely editable electronic versions of all the blank forms, in Microsoft Office® compatible format, are available on an accompanying website. You may use them as is or tailor them to your own needs. The PMBOK® Guide covers the processes for managing a project; this book gives you a handy road map of forms to use to make every project just a bit smoother from start to finish. (PMBOK is a registered marks of the Project Management Institute, Inc.)

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Customer Reviews

I have been involved with several "initiatives" at my company that should have been projects but weren't. Specifically, the scope and deliverables weren't really settled upon and there weren't clear sponsors. I got interested in project management because it seemed like there had to be a better way. To that end, I looked at Creative Project Management, CAPM/PMP Project Management Certification All-in-One Exam Guide with CD-ROM, Second Edition and, of course, the PMBOK (A Guide to the Project Management Body of Knowledge: PMBOK(R) Guide), then in its 4th edition. The first taught me to think about projects, the second taught me a lot about the methodology and the third taught me, well, very little. The PMBOK is pretty dry, but it's ostensibly the gold standard in project management. Which brings us to the book of forms. If you want to do project management the official way, the PMBOK gives you a lot of standards, but not a lot of how-to. The Project Management Book of Forms, on the other hand, takes the main segments of the PMBOK and translates them into forms to fill out. Even better, you can download them (docx format, so you'll need Word 2007 or higher or a converter) to print out or modify. And with each form, there are abundant instructions, referencing what part of the PMBOK standard each section fulfills.

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