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HBR Guide to

Project Management

Motivate your team
Avoid scope creep
Deliver results



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Hbr Guide To Project Management

Didier Musso



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HBR Guide to Managing Strategic Initiatives Harvard Business Review, 2020-02-11. This big initiative could make or break this fiscal year or your career. Managing a successful strategic initiative may be the key to transforming your company and propelling your career forward. Yet running a cross-functional team on a high-profile project can present a multitude of challenges and risks, causing even the most experienced manager to struggle. The HBR Guide to Managing Strategic Initiatives provides practical tips and advice to help you manage all the stages of an initiative's life cycle: from buy-in to launch to scaling up. You'll learn how to win and keep support for your new initiative, move rapidly from approval to implementation, assemble transformative high-performing initiative teams, maintain the confidence of sponsors and stakeholders, stay on schedule and within budget, avoid initiative overload by killing projects that aren't meeting business needs, keep multiple initiatives in strategic alignment, and arm yourself with the advice you need to succeed on the job from a source you trust. Packed with how-to essentials from leading experts, the HBR Guides provide smart answers to your most pressing work challenges.

HBR Guide for Women at Work (HBR Guide Series) Harvard Business Review, 2018-10-23. Make your career what you want it to be. Women regularly face unfair challenges in the workplace: from being passed over for promotion to being ignored in conversation. Unconscious bias and negative assumptions are working against them. As a woman, how can you break through these barriers and get what you want from your career? The HBR Guide for Women at Work will help you identify and overcome the factors that are holding you back. It provides practical tips and advice so you can face gender stereotypes head-on, make yourself visible when opportunities arise, and demonstrate your leadership skills. You'll learn to speak up in meetings in a way that ensures your ideas will be heard, wield influence by building the right relationships, advocate for yourself and for what you want, and align yourself with mentors and sponsors to support your growth.

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HBR Guide to Being More Productive (HBR Guide Series) Harvard Business Review, 2017-06-27 Productivity starts with you Every day begins with the same challenge too many tasks on your to do list and not enough time to accomplish them Perhaps you tell yourself to just buckle down and get it all done skip lunch work a longer day Maybe you throw your hands up recognize you can't do it all and just begin fighting the biggest fire or greasing the squeakiest wheel And yet you know how good it feels on those days when you're working at peak productivity taking care of difficult and meaty projects while also knocking off the smaller tasks that have been hanging over your head forever Those are the times when your day didn't run you you ran your day To have more of those days more often you need to discover what works for you given your strengths your preferences and the things you must accomplish Whether you're an assistant or the CEO whether you've been in the workforce for 40 years or are just starting out this guide will help you be more productive You'll discover different ways to Motivate yourself to work when you really don't want to Take on less but get more done Preserve time for your most important work Improve your focus Make the most of small pockets of time between meetings Set boundaries with colleagues without alienating them Take time off without tearing your hair out Arm yourself with the advice you need to succeed on the job with the most trusted brand in business Packed with how to essentials from leading experts the HBR Guides provide smart answers to your most pressing work challenges

HBR Guide to Setting Your Strategy Harvard Business Review, 2020-08-11 Set your company up for long term success Every company needs a strategy A focused strategy aligns decision making throughout the organization and helps establish a competitive edge in the marketplace But with so many options to consider how do you define a unique strategy that will ensure growth Whether you're starting a business from scratch or leading an existing company facing new threats this book offers the direction you need The HBR Guide to Setting Your Strategy provides practical tips and advice that break down the process of crafting strategy so you can identify the areas your company should build on to help it thrive long into the future You'll learn to Understand what strategy is and what it isn't Define where you'll play and how you'll win Conduct more effective strategic discussions with your team Test your strategy before you implement it Communicate your strategy to key stakeholders Ensure your strategy is flexible and adaptable Arm yourself with the advice you need to succeed on the job with the most trusted brand in business Packed with how to essentials from leading experts the HBR Guides provide smart answers to your most pressing work challenges

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that can skew your thinking Look at problems in new ways Manage the trade offs between options Balance data with your own judgment React appropriately when you've made a bad choice Communicate your decision and overcome any resistance Arm yourself with the advice you need to succeed on the job from a source you trust Packed with how to essentials from leading experts the HBR Guides provide smart answers to your most pressing work challenges

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HBR Guide to Managing Stress at Work Harvard Business Review, 2014-01-14 Are you suffering from work related stress Feeling overwhelmed exhausted and short tempered at work and at home Then you may have too much stress in your life Stress is a serious problem that impacts not only your mental and physical health but also your loved ones and your organization So what can you do to address it The HBR Guide to Managing Stress at Work will help you find a sustainable solution It will help you reach the goal of getting on an even keel and staying there You'll learn how to Harness stress so it spurs not hinders productivity Create realistic and manageable routines Aim for progress not perfection Make the case for a flexible schedule Ease the physical tension of spending too much time at your computer Renew yourself physically mentally and emotionally

HBR Guide to Managing Up and Across Harvard Business Review, 2013-01-15 ARE YOUR WORKING RELATIONSHIPS WORKING AGAINST YOU To achieve your goals and get ahead you need to rally people behind you and your ideas But how do you do that when you lack formal authority Or when you have a boss who gets in your way Or when you're juggling others' needs at the expense of your own By managing up down and across the organization Your success depends on it whether you're a young professional or an experienced leader The HBR Guide to Managing Up and Across will help you Advance your agenda and your career with smarter networking Build relationships that bring targets and deadlines within reach Persuade decision makers to champion your initiatives Collaborate more effectively with colleagues Deal with new challenging or incompetent bosses Navigate office politics

HBR Guide to Motivating People (HBR Guide Series) Harvard Business Review, 2019-05-28 Help your people reach their potential As a manager it's your responsibility to ensure your team is motivated and performing at a high level But recent data reveals abysmal engagement levels among workers around the globe How do you fix the problem before your most talented people walk out the door By understanding what drains your employees you can increase their job satisfaction and push them toward achieving their goals The HBR Guide to Motivating People provides practical tips and

advice to help your team find meaning in their work build on their strengths and produce the best results for the organization You ll learn how to Pinpoint the root causes of lackluster performance Tailor rewards and recognition to individuals Connect routine work activities to a higher purpose Support your employees growth and development Prevent burnout especially in your top performers Create a culture of engagement Arm yourself with the advice you need to succeed on the job with the most trusted brand in business Packed with how to essentials from leading experts the HBR Guides provide smart answers to your most pressing work challenges

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