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HBR Guide to

Project Management

Motivate your team
Avoid scope creep
Deliver results



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Guide To Project Management Hbr

**Harvard Business Review, Nancy
Duarte**



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HBR Guide to Project Management (HBR Guide Series) Harvard Business Review, 2013-01-08 MEET YOUR GOALS ON TIME AND ON BUDGET How do you rein in the scope of your project when you've got a group of demanding stakeholders breathing down your neck And map out a schedule everyone can stick to And motivate team members who have competing demands on their time and attention Whether you're managing your first project or just tired of improvising this guide will give you the tools and confidence you need to define smart goals meet them and capture lessons learned so future projects go even more smoothly The HBR Guide to Project Management will help you Build a strong focused team Break major objectives into manageable tasks Create a schedule that keeps all the moving parts under control Monitor progress toward your goals Manage stakeholders expectations Wrap up your project and gauge its success *Harvard Business Review*

Project Management Handbook Antonio Nieto-Rodriguez, 2021-10-19 The one primer you need to launch lead and sponsor successful projects We're now living in the project economy The number of projects initiated in all sectors has skyrocketed and project management skills have become essential for every leader and manager Still project failure rates remain extremely high Why Leaders oversee too many projects and have too little visibility into them Project managers struggle to translate their hands-on technical knowledge up to senior management The result Worthy projects are starved of time and resources and fail to deliver benefits while too much investment goes into the wrong projects To compete in the project economy you need to close this gap The HBR Project Management Handbook shows you how In this comprehensive guide project management expert Antonio Nieto Rodriguez presents a new and simple framework that will increase any project's likelihood of success Packed with case studies from many industries worldwide it will teach you how to manage your organization's projects strategic programs and agile initiatives more effectively and push the best ones ahead to completion Timeless yet forward looking this book will help you win in the project driven world In the HBR Project Management Handbook you'll find Everything you need to know about project management in practical nontechnical language A definitive taxonomy of project types from product launches to digital transformations to megaprojects A road map for becoming an effective project leader and executive sponsor A new simple and universal project framework the Project Canvas that breaks down any project into essential building blocks that can be easily understood by all project stakeholders Original concepts and exclusive case studies from public and private sector organizations worldwide You'll learn A common language for project managers and executives to run successful projects across your organization When to use agile traditional or hybrid methods in your projects The twelve principles of successful projects including purpose agility and a focus on outcomes Techniques for selecting and advancing the best projects and managing a strategic and balanced project portfolio How today's projects will help address some of the most pressing global trends including automation sustainability diversity and crisis management Why project management needed to be reinvented and what the future holds HBR Handbooks provide

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Harvard Business Review Guides Ultimate Boxed Set (16 Books) Harvard Business Review, Nancy Duarte, Bryan A. Garner, Mary Shapiro, Jeff Weiss, 2019-02-26 How to guides to your most pressing work challenges This 16 volume specially priced boxed set makes a perfect gift for aspiring leaders looking for trusted advice on such diverse topics as data analytics negotiating business writing and coaching This set includes Persuasive Presentations Better Business Writing Finance Basics Data Analytics Building Your Business Case Making Every Meeting Matter Project Management Emotional Intelligence Getting the Right Work Done Negotiating Leading Teams Coaching Employees Performance Management Delivering Effective Feedback Dealing with Conflict Managing Up and Across 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 Getting the Right Work Done Harvard Business Review Press, 2012 Resource added for the Leadership Development program 101961

HBR Guide to Better Business Writing (HBR Guide Series) Bryan A. Garner, 2013-01-08 DON T LET YOUR WRITING HOLD YOU BACK When you re fumbling for words and pressed for time you might be tempted to dismiss good business writing as a luxury But it s a skill you must cultivate to succeed You ll lose time money and influence if your e mails proposals and other important documents fail to win people over The HBR Guide to Better Business Writing by writing expert Bryan A Garner gives you the tools you need to express your ideas clearly and persuasively so clients colleagues stakeholders and partners will get behind them This book will help you Push past writer s block Grab and keep readers attention Earn credibility with tough audiences Trim the fat from your writing Strike the right tone Brush up on grammar punctuation and usage 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 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 \(HBR Guide Series\)](#) Harvard Business Review,2013-01-08 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

Clinical Informatics Study Guide John T. Finnell,Brian E. Dixon,2022-04-22 This completely updated study guide textbook is written to support the formal training required to become certified in clinical informatics The content has been extensively overhauled to introduce and define key concepts using examples drawn from real world experiences in order to impress upon the reader the core content from the field of clinical informatics The book groups chapters based on the major foci of the core content health care delivery and policy clinical decision making information science and systems data management and analytics leadership and managing teams and professionalism The chapters do not need to be read or taught in order although the suggested order is consistent with how the editors have structured their curricula over the years Clinical Informatics Study Guide Text and Review serves as a reference for those seeking to study for a certifying examination independently or periodically reference while in practice This includes physicians studying for board examination in clinical informatics as well as the American Medical Informatics Association AMIA health informatics certification This new edition further refines its place as a roadmap for faculty who wish to go deeper in courses designed for physician fellows or graduate students in a variety of clinically oriented informatics disciplines such as nursing dentistry pharmacy radiology health administration and public health **HBR Guides to Building Your Strategic Skills**

Collection (3 Books) Harvard Business Review,2020-08-04 If you aren t working with a strategy you re wasting your time Strategy isn t just a set of plans handed down from the C suite To grow as a leader you need to understand your company s strategy and align your thinking projects and team with organizational goals and vision Master these abilities with the HBR Guides to Building Your Strategic Skills Collection This three book set which includes the HBR Guide to Thinking Strategically the HBR Guide to Managing Strategic Initiatives and the HBR Guide to Setting Your Strategy will help you change the way you think about your work manage your most important priorities and craft a strategy for long term growth

You'll learn how to Understand what strategy is and what it isn't Define a clear strategy whether you're in a start-up or in an established business Manage a portfolio of strategic projects Embed strategic thinking into your daily tasks and decision making Align your team around key objectives Let go of work that doesn't add value Communicate strategy throughout your organization 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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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 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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