

## HBR Guide to

# Project Management

Motivate your team Avoid scope creep Deliver results



### **Hbr Guide To Project Management Hbr Guide Series**

**Harvard Business Review Press** 

#### **Hbr Guide To Project Management Hbr Guide Series:**

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 HBR Guide to Project Management (HBR Guide Series) Harvard Business Review Press, 2013-01-15 The HBR Guides Collection (8 Books) (HBR Guide Series) Harvard Business Review, Nancy Duarte, 2014-09-23 This collection will help you sharpen the key management skills you need to succeed today We all want to give more persuasive presentations write more effective emails master the basics of finance and manage both stress and time a bit better These Harvard Business Review Guides now offered as a complete digital collection will help you get there Packed with concise practical tips from leading experts the HBR Guides series is designed to help you learn and apply strategies and tactics to work smarter and more effectively every day This collection features digital editions of all eight books in the series HBR Guides on Persuasive Presentations Better Business Writing Getting the Right Work Done Managing Stress at Work Finance Basics for Managers Project Management Managing Up and Across and Getting the Mentoring You Need As an important part of your management toolkit these guidebooks will arm you with the advice you need to success on the job from the most trusted name in business For busy managers looking for answers to common challenges let these HBR Guides mentor you all the way to success About the HBR Guide series Arm yourself with the advice you need to succeed on the job from 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 Thinking Strategically (HBR Guide Series) Harvard Business Review, 2018-12-18 Bring strategy into your daily work It's your responsibility as a manager to ensure that your work and the work of your team aligns with the overarching objectives of your organization But when you re faced with competing projects and limited time it's difficult to keep strategy front of mind How do you keep your eye on the long term amid a sea of short term demands The HBR Guide to Thinking Strategically provides practical advice and tips to help you see the big picture perspective in every aspect of your daily work from making decisions to setting team priorities to attacking your own to do list You ll learn how to Understand your organization's strategy Align your team around key objectives Focus on the priorities that matter most Spot trends in your company and in your industry Consider future outcomes when making decisions Manage trade offs Embrace a leadership

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Why does it take forever for this group to make a simple decision What are we even trying to achieve As a team leader you have the power to improve things It s up to you to get people to work well together and produce results Written by team expert Mary Shapiro the HBR Guide to Leading Teams will help you avoid the pitfalls you ve experienced in the past by focusing on the often neglected people side of teams With practical exercises guidelines for structured team conversations and step by step advice this guide will help you Pick the right team members Set clear smart goals Foster camaraderie and cooperation Hold people accountable Address and correct bad behavior Keep your team focused and motivated 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 Data Analytics Basics for Managers (HBR **Guide Series)** Harvard Business Review, 2018-03-13 Don t let a fear of numbers hold you back Today s business environment brings with it an onslaught of data Now more than ever managers must know how to tease insight from data to understand where the numbers come from make sense of them and use them to inform tough decisions How do you get started Whether you re working with data experts or running your own tests you ll find answers in the HBR Guide to Data Analytics Basics for Managers This book describes three key steps in the data analysis process so you can get the information you need study the data and communicate your findings to others You ll learn how to Identify the metrics you need to measure Run experiments and A B tests Ask the right questions of your data experts Understand statistical terms and concepts Create effective charts and visualizations Avoid common mistakes HBR Guide to Getting the Mentoring You Need Harvard Business Review, 2014-01-14 Find the right person to help supercharge your career Whether you re eyeing a specific leadership role hoping to advance your skills or simply looking to broaden your professional network you need to find someone who can help

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concedes a point In the end you settle on a subpar solution in the middle if you come to any agreement at all But these discussions don t need to be win or lose situations Written by negotiation expert Jeff Weiss the HBR Guide to Negotiating provides a disciplined approach to finding a solution that works for everyone involved Using a seven part framework this book delivers tips and advice to move you from a game of concessions and compromises to one of collaboration and creativity resulting in better outcomes and better working relationships You ll learn how to Prepare for your conversation Understand everyone s interests Craft the right message Work with multiple parties Disarm aggressive negotiators Choose the best HBR Guide to Finance Basics for Managers (HBR Guide Series) Harvard Business Review, 2012-09-18 solution DON T LET YOUR FEAR OF FINANCE GET IN THE WAY OF YOUR SUCCESS Can you prepare a breakeven analysis Do you know the difference between an income statement and a balance sheet Or understand why a business that s profitable can still go belly up Has your grasp of your company's numbers helped or hurt your career Whether you re new to finance or you just need a refresher this go to guide will give you the tools and confidence you need to master the fundamentals as all good managers must The HBR Guide to Finance Basics for Managers will help you Learn the language of finance Compare your firm's financials with rivals Shift your team's focus from revenues to profits Assess your vulnerability to industry downturns Use financial data to defend budget requests Invest smartly through cost benefit analysis 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 Align yourself with mentors and sponsors to support your growth Show passion without being perceived as too emotional Create HBR Guide to Motivating People (HBR Guide Series) Harvard Business Review, 2019-05-28 your unique vision as a leader 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

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