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you the information you need the moment you need it. You'll find helpful explanations of crucial project management issues, including: * Why PM is useful to you and your organization * How to interact with project stakeholders to maximize productivity * How to establish realistic cost, schedule, and scope baselines * What management techniques can be used to motivate teams * What methods you can use for evaluating project team performance Packed with case studies and examples, The Project Management Question and Answer Book is an indispensable guide covering everything from estimates, quality control, and communications, to time-, risk-, and human resource management. It is a practical, constantly usable resource for understanding fundamental project management issues and implementing workable solutions. Get the most comprehensive PMP® Exam study package on the market! Prepare for the demanding PMP certification exam with this Deluxe Edition of our PMP: Project Management Professional Exam Study Guide, Fourth Edition. Featuring a bonus workbook with over 200 extra pages of exercises, this edition also includes six practice exams, over two hours of audio on CD to help you review, additional coverage for the CAPM® (Certified Associate in Project Management) exam, and much more. Full coverage of all exam objectives in a systematic approach, so you can be confident you're getting the instruction you need for the exam Bonus workbook section with over 200 pages of exercises to help you master essential charting and diagramming skills Practical hands-on exercises to reinforce critical skills Real-world scenarios that put what you've learned in the context of actual job roles Challenging review questions in each chapter to prepare you for exam day Exam Essentials, a key feature in each chapter that identifies critical areas you must become proficient in before taking the exam A handy tear card that maps every official exam objective to the corresponding chapter in the book, so you can track your exam prep objective by objective On the accompanying CD you'll find: Sybex test engine: Test your knowledge with advanced testing software. Includes all chapter review questions and bonus exams. Electronic flashcards: Reinforce your understanding with flashcards that can run on your PC, Pocket PC, or Palm handheld. Audio instruction: Fine-tune your project management skills with more than two hours of audio instruction from author Kim Heldman. Searchable and printable PDF of the entire book. Now you can study anywhere, any time, and approach the exam with confidence. Financial Management Study Guide with Answer Key: Trivia Questions Bank,

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- Networking and social media tips for PMs, including the best professional organizations, virtual groups, and podcast resources
- The formulas PMs need to know, plus a template to help certification candidates prepare and self-test for their exams
- Quick study sheet for the processes covered on the PMP® exam
- Key changes in PMBOK® Guide, Fifth Edition, for readers familiar with earlier versions who want “the skinny” on the new version.

PMs at every level will find real gold in the information nuggets provided in this new edition. Those new to project management will find the comprehensive coverage and the depth of the answers especially valuable, and will like the easy-to-read style and Q&A format. For experienced managers looking for new tools and skills to help them pass their PMP® or other certification exams, this is a must-have resource. Ben Horowitz, cofounder of Andreessen Horowitz and one of Silicon Valley's most respected and experienced entrepreneurs, offers essential advice on building and running a startup—practical wisdom for managing the toughest problems business school doesn't cover, based on his popular ben's blog. While many people talk about how great it is to start a business, very few are honest about how difficult it is to run one. Ben Horowitz analyzes the problems that confront leaders every day, sharing the insights he's gained

developing, managing, selling, buying, investing in, and supervising technology companies. A lifelong rap fanatic, he amplifies business lessons with lyrics from his favorite songs, telling it straight about everything from firing friends to poaching competitors, cultivating and sustaining a CEO mentality to knowing the right time to cash in. Filled with his trademark humor and straight talk, *The Hard Thing About Hard Things* is invaluable for veteran entrepreneurs as well as those aspiring to their own new ventures, drawing from Horowitz's personal and often humbling experiences. A real-world approach to describing the fundamental operation of Policy-Based Network Management (PBNM) that enables practitioners to develop and implement PBNM systems. Written with a minimum of jargon for business owners, managers and HR professionals, *The HR Answer Book* covers all aspects of human resources management including hiring, training, volatile situations, discipline, termination and employment laws. Benefits for readers are improved communications, increased employee satisfaction and reduced costs. Sharpen your project management skills and prepare for the latest PMP®/CAPM® exam *The Project Management Workbook and PMP/CAPM Exam Study Guide* is a two-in-one resource for mastering the Project Management Body of Knowledge (PMBOK®). As the companion to *Project Management: A Systems Approach to Planning, Scheduling, and Controlling*, this book provides the opportunity to strengthen your understanding of project management in real-world application, with questions, problems, and cases designed to enhance your critical thinking skills. Functioning as a stand-alone study guide to the Project Management Professional (PMP) Certification Exam, this book helps you develop the critical skills of a successful project manager with questions that show you what to expect on exam day. Interesting, enjoyable, and thought-provoking, this workbook and study guide helps you dig into the PMBOK and gain the professional insights that come only from applying what you've learned. Reading the PMBOK doesn't fully prepare you to pass the PMP exam, let alone function as a project manager in the real world. Understanding how to apply the various methodologies is vital to your success, and this book gives you a wealth of guided practice to hone your skills in advance. Practice applying project management concepts Test your grasp of the PMBOK methodology Preview the PMP with simulated exam questions Enhance your critical thinking and project management skills The project manager's role is broad in scope and detailed in function. Don't try to memorize the PMBOK, internalize it; this

approach gives you a ready body of knowledge available for recall as needed, and helps you become a more efficient, more effective project manager. Instinctive knowledge comes from copious practice, and the Project Management Workbook and PMP/CAPM Exam Study Guide is your ideal resource for developing your skills. (PMI, PMBOK, CAPM, PMP, and Project Management Professional are registered marks of the Project Management Institute, Inc.)

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practical, approach that presents even sophisticated statistics concepts with a minimum of mathematics. It focuses on statistical thinking and discusses a range of topics that specifically apply to managers in business. Its scenario-based, interactive format and integrated use of Excel facilitate and reinforce the learning experience. Through this innovative treatment, readers will gain the ability to: " Appreciate basic statistical ideas " Use a scientific approach to problem solving " Understand the nature of variability " Use meaningful information to make informed decisions " Think in terms of processes and systems and develop strategies for process improvement Designed as an introductory text in business statistics, *Statistical Thinking for Managers* challenges the way students look at business problems and issues. It shows them the importance of statistics in all aspects of business and equips them with the skills they need to make informed and effective decisions. "Seelert's stories and wisdom demonstrate that the principles and practices leading to winning results in sports are highly transferable to the building of brands, businesses, and organizations. This book tells you how." —Jack Twyman, NBA Hall of Fame player, former ABC Game of the Week announcer, and former Chairman and CEO, Super Food Services Inc. "Seelert's comprehensive revelation of his leadership wisdom is priceless—especially the management of culture through innovative communications, fueled by rock-solid personal spirit and style. Read and succeed . . . it's that actionable. Bob's the real leadership deal." —John W. Luther, President, Luther & Company, Strategic Growth Consulting "I've never been at my best when working for a boss in the traditional sense . . . Authority is not my favorite cultural tool. I am at my best (maybe like you) when I have a coach and mentor. Bob Seelert has played that role for over a decade, providing me with counsel, guidance, perspective, and unconditional love and support. Oh yes, and wisdom. Lots of it! You'll find out what I mean when you read this book." —Kevin Roberts, CEO Worldwide, Saatchi & Saatchi "Bob Seelert entered Saatchi & Saatchi in early 1995 when the company was in flux and extremely unstable. In a few short years, he not only stabilized the business, he grew it into an even greater advertising powerhouse than it once was. If anyone is qualified to write about business turnarounds, it's Seelert!" —David Herro, Chief Investment Officer-International, Harris Associates LP "Spencer Stuart placed Bob Seelert into leadership positions at Kayser-Roth and Saatchi & Saatchi at times when success seemed impossible, but failure was not an acceptable option. In both situations, he achieved highly successful

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