
Hbr Guide To Project Management Senhengore

HBR Guide to Thinking Strategically (HBR Guide Series)
HBR Guide to Building Your Business Case
Managing Projects (HBR 20-Minute Manager Series)
HBR Guide to Collaborative Teams (HBR Guide Series)
HBR Guide to Remote Work
Reinventing Project Management
The 17 Skills Leaders Need to Stand Out
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Harvard Business Review Project Management Handbook
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HBR Guide to Thinking Strategically (HBR Guide Series) Harvard Business Review Press

No More Headaches, Hypertension, or Heartburn If your work involves projects, then this book is for you. It will show every company owner and project manager—at businesses large and small—how to run projects differently. You'll benefit if you've ever:

- been over budget on a project
- exceeded a timeline on a project
- worked on a project that completely stalled as you neared the finish line
- lost money on a sure-thing project and had no idea why
- noticed that scope and feature creep held you back
- watched a project take three times as long as planned
- felt too embarrassed to perform a review of your successes and failures
- wondered whether your project actually made any money

By the time you finish the book, you'll be ready to implement *Project Management for Profit* in your own company—and be prepared to keep your projects on track and on

budget.

HBR Guide to Building Your Business Case

Harvard Business Review Press

Don't let destructive drama sideline your career. Every organization has its share of political drama: Personalities clash. Agendas compete. Turf wars erupt. But you need to work productively with your colleagues—even difficult ones—for the good of your organization and your career. How can you do that without compromising your personal values? By acknowledging that power dynamics and unwritten rules exist—and navigating them constructively. The HBR Guide to Office Politics will help you succeed at work without being a power grabber or a corporate climber. Instead you'll cultivate a political strategy that's authentic to you. You'll learn how to: Gain influence without losing your integrity Contend with backstabbers and bullies Work through tough conversations Manage tensions when resources are scarce Get your share of choice assignments Accept that not all conflict is bad 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. *Managing Projects* (HBR 20-Minute Manager Series) Harvard Business Press

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 Collaborative Teams \(HBR Guide Series\)](#) Harvard Business Review Press

IS YOUR WORKLOAD SLOWING YOU—AND YOUR CAREER—DOWN? Your inbox is overflowing. You're paralyzed because you have too much to do but don't know where to start. Your to-do list never seems to get any shorter. You leave work exhausted but have little to show for it. It's time to learn how to get the right work done.

In the HBR Guide to Getting the Right Work Done, you'll discover how to focus your time and energy where they will yield the greatest reward. Not only will you end each day knowing you made progress—your improved productivity will also set you apart from the pack. Whether you're a new professional or an experienced one, this guide will help you: Prioritize and stay focused Work less but accomplish more Stop bad habits and develop good ones Break overwhelming projects into manageable pieces Conquer e-mail overload Write to-do lists that really work [HBR Guide to Remote Work](#) Harvard Business Press

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 *Reinventing Project Management* BenBella Books, Inc.

Are you struggling to juggle multiple projects? Do you often lose control of your budget? Does communicating your progress to the rest of your team cause you undue stress? Project management is an essential skill for anyone who needs to get things done in any organisation, and is absolutely critical for anyone leading strategic change. In *Lead Successful Projects*, the Penguin Business Expert guide, Antonio Nieto-Rodriguez introduces a simplified but strategic approach to project management developed over the last 20 years coaching executives, managers and MBAs.

Learn how to break down your project into manageable elements, define smart goals and meet them in this concise and practical guide to project success.

The 17 Skills Leaders Need to Stand Out

Harvard Business Press

You've been asked to manage a key project--or perhaps you've volunteered for an assignment that could advance your career. So how do you make sure the project succeeds?

Managing Projects walks you quickly through the basics, including: Drawing up a realistic schedule and project plan
Monitoring key tasks and benchmarks

Communicating with stakeholders
Bringing the project to a close
Don't have much time? Get up to speed fast on the most essential business skills with HBR's 20-Minute Manager series. Whether you need a crash course or a brief refresher, each book in the series is a concise, practical primer that will help you brush up on a key management topic. Advice you can quickly read and apply, for ambitious professionals and aspiring executives--from the most trusted source in business. Also available

as an ebook.

HBR Guide to Office Politics (HBR Guide Series) Harvard Business Press

We all wish we could sharpen key management skills like writing more effective emails or proposals, focusing to-do lists on what really matters, giving more persuasive presentations, or dealing with a boss who makes you want to scream. But who has the time? The HBR Guides can help.

[HBR Guide to Being More Productive \(HBR Guide Series\)](#) Harvard Business Press

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 ambitious professionals with the frameworks, advice, and tools they need to excel in their careers. With step-by-step guidance, time-honed best practices, and real-life stories, each

comprehensive volume helps you to stand out from the pack—whatever your role. *Think Big, Buy Small, Own Your Own Company* Harvard Business Press The one primer you need to launch, lead, and sponsor successful projects. We're now living in the project economy. As the number of projects initiated in both the public and private sectors skyrockets, project management skills have become essential for all leaders and managers. But despite this project boom, the failure rate remains extremely high. Why? Leaders have too many projects and too little visibility into them, and they lack the project implementation competencies necessary to deliver their projects successfully. Project managers have the technical skills, but they often have trouble translating their hands-on know-how up to the leaders'-eye view. Worthy projects languish and fail to deliver benefits, starved of resources, while too much investment is made in projects with less merit or potential value. The HBR Project Management Handbook will help you bridge this gap. In this

comprehensive guide, project management expert Antonio Nieto-Rodriguez presents a simple and intuitive framework that will increase any project's likelihood of success. Packed with case studies from many industries worldwide, you'll learn to more effectively navigate through your organization's inventory of projects, programs, and strategic, and agile initiatives in order to better select which ones to push forward and which to kill, as well as how they should be prioritized and how you can ensure they're completed as planned. Timeless yet forward-looking, the advice in this book will help you and your organization thrive in the project-driven world. HBR Handbooks provide ambitious professionals with the frameworks, advice, and tools they need to excel in their careers. With step-by-step guidance, time-honed best practices, real-life stories, and concise explanations of research published in Harvard Business Review, each comprehensive volume helps you to stand out from the pack—whatever your role. *Harvard Business Review*

Project Management Handbook Harvard Business Review Press 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. Wait for a senior manager to come looking for you—and you'll probably be waiting forever. Instead, you need to find the mentoring that will help you achieve your goals. Managed correctly, mentoring is a powerful and efficient tool for moving up. The HBR Guide to Getting the Mentoring You Need will help you get it right. You'll learn how to:

- Find new ways to stand out in your organization
- Set clear and realistic development goals
- Identify and build relationships with influential sponsors
- Give back and bring value to mentors and senior advisers
- Evaluate your progress in reaching your professional goals

[HBR Guide to Buying a Small Business](#) Harvard Business Review Press Break down the barriers to effective collaboration. For cross-functional projects to work, you need to bring together diverse

ideas and resources from across your organization. But office politics, conflicting objectives, and lack of clear authority can get in the way. The HBR Guide to Collaborative Teams provides practical tips and advice to help you collaborate more effectively. Whether you're leading your own direct reports or building a talented group from disparate parts of your organization, you'll discover how to align others' goals and skills so you can solve problems as a team and deliver great results. You'll learn to:

- Develop a shared purpose
- Bust departmental silos
- Lead employees who don't report to you
- Overcome conflict and turf wars
- Prevent collaborative overload and fatigue
- Use the right tools for virtual information sharing
- 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 Guides to Building Your Strategic Skills Collection (3 Books)* Harvard Business Press Are your employees meeting their goals? Is

their work improving over time? Understanding where your employees are succeeding—and falling short—is a pivotal part of ensuring you have the right talent to meet organizational objectives. In order to work with your people and effectively monitor their progress, you need a system in place. The HBR Guide to Performance Management provides a new multi-step, cyclical process to help you keep track of your employees' work, identify where they need to improve, and ensure they're growing with the organization. You'll learn to:

- Set clear employee goals that align with company objectives
- Monitor progress and check in regularly
- Close performance gaps
- Understand when to use performance analytics
- Create opportunities for growth, tailored to the individual
- Overcome and avoid burnout on your team
- 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. *Project Management Absolute Beginner's Guide*

Harvard Business Press
Projects are the engines that drive innovation from idea to commercialization. In fact, the number of projects in most organizations today is expanding while operations is shrinking. Yet, since many companies still focus on operational excellence and efficiency, most projects fail--largely because conventional project management concepts cannot adapt to a dynamic business environment. Moreover, top managers neglect their company's project activity, and line managers treat all their projects alike--as part of operations. Based on an unprecedented study of more than 600 projects in a variety of businesses and organizations around the globe, "Reinventing Project Management" provides a new and highly adaptive model for planning and managing projects to achieve superior business results.

HBR Guide to Dealing with Conflict (HBR Guide Series) Harvard Business Press
HBR Guide to Project Management (HBR Guide Series) Harvard Business Press

HBR Guide to Data Analytics Basics for

Managers (HBR Guide Series) Penguin UK

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.

Lead Successful Projects Harvard Business Review Press
"You've got a great idea that will increase revenue or productivity--but how do you get approval to make it happen? By building a business case that clearly shows its value. Maybe you struggle to win support for projects because you're not sure what kind of data your stakeholders will trust, or naysayers always seem to shoot your ideas down at the last minute. Or perhaps you're intimidated by analysis and number crunching, so you just take a stab at estimating costs and benefits, with little confidence in your accuracy. To get any idea off the ground at your company you'll have to make a strong case for it. This guide gives you the tools to do that"--
[HBR Guide to Managing Up and Across \(HBR Guide Series\)](#) Harvard Business Press
Great teams don't just

happen. How often have you sat in team meetings complaining to yourself, "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

60 Days to Master Leadership, Sales, Marketing, Execution and More Harvard Business Review Press Master the most critical professional skills with this five-volume set that covers topics from

personal effectiveness to leading others. This specially priced collection includes books from the HBR Guide series on the topics of Getting the Right Work Done, Better Business Writing, Persuasive Presentations, Making Every Meeting Matter, and Project Management. You'll learn how to: Prioritize and stay focused Overcome procrastination Conquer email overload Push past writer's block Create powerful visuals Establish credibility with tough audiences Moderate lively conversations and regain control of wayward meetings Build a strong project team Create a realistic schedule--and stay on track Manage stakeholders' expectations 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. [How to Launch, Lead, and Sponsor Successful Projects](#) HarperCollins Leadership Learn how to make better; faster decisions. You

make decisions every day--from prioritizing your to-do list to choosing which long-term innovation projects to pursue. But most decisions don't have a clear-cut answer, and assessing the alternatives and the risks involved can be overwhelming. You need a smarter approach to making the best choice possible. The HBR Guide to Making Better Decisions provides practical tips and advice to help you generate more-creative ideas, evaluate your alternatives fairly, and make the final call with confidence. You'll learn how to: Overcome the cognitive biases 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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