

Project Management Professional Exam Study Guide 5th Edition

This fully integrated study resource is completely updated for the PMBOK, Sixth Edition. This highly effective self-study guide contains all of the information you need to prepare for the latest version of the challenging Project Management Professional exam.

Electronic content includes the Total Tester customizable exam engine, worksheets, reference PDFs, and more than an hour of video training from the author. Fully updated for the Sixth Edition of the PMI Project Management Body of Knowledge (PMBOK® Guide), PMP Project Management Professional Study Guide, Fifth Edition contains more than 900 accurate practice exam questions. Each chapter includes a list of objectives covered, a chapter review, key terms, a two-minute drill, and a self-test with detailed explanations for both the correct and incorrect answer choices. • Offers 100% coverage of all official objectives for the PMP exam • Downloadable full-color, memory card for studying anywhere • Written by a project management consultant and bestselling author

Complete coverage of all objectives in the 2020 release of the PMP exam—fully aligned with the PMBOK Guide®, Sixth Edition. This comprehensive resource offers complete coverage of all the material included on the Project Management Professional exam. You'll find learning objectives at the beginning of each chapter, exam tips, practice

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exam questions, and in-depth explanations. Written by a leading project management consultant and trainer, PMP Project Management Professional All-in-One Exam Guide will help you pass the exam with ease and will also serve as an essential on-the-job reference. Covers all exam topics, including: People Processes Business Environment Agile Best Practices Knowledge Areas Online content includes: Practice exams—test yourself by PMP exam domain or take a complete exam Video training from the author Worksheets for Float, Earned Value, Time Value of Money Printable PMP memory card Essential review for the PMP exam, updated for the new PMBOK® Guide, 6th edition The PMP Project Management Professional Exam Review Guide, Fourth Edition, offers complete, concise review of essential project management concepts and practices. Covering 100% of the PMP exam objectives, this book helps you ensure your full preparation in advance of the big day. This new 4th Edition has been updated to align with the newest version of the exam, featuring changes to PMP best practices, greater emphasis on Agile and other iterative processes, as well as the evolution of the project manager's role. Organized by domain area, this handy review guide covers project initiation, planning, execution, monitoring, and closing as detailed in the new A Guide to the Project Management Body of Knowledge (PMBOK® Guide), 6th Edition, giving you clear guidance on what you need to know for the exam. You also get a year of free access to the Sybex online interactive learning environment and study tools, which features flashcards, chapter tests, two bonus practice exams, and more. PMP

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candidates must have extensive project management experience before taking the exam, but you cannot rely on experience alone; the PMP exam tests your understanding of critical PMP concepts and practices as laid out in the PMBOK® Guide 6th Edition; this practical review condenses the PMBOK's essential details into quickly-digestible chapters that help you prepare more efficiently. Review 100% of the exam objectives Apply PMP concepts to real-world scenarios Identify areas in need of additional review Access practice exams, flashcards, and more The PMP certification puts you in demand, and can be a major boost to your career. Regardless of your current level of experience, exam success lies in complete and thorough preparation; the PMP Project Management Professional Exam Review Guide, Fourth Edition, is your ultimate key to confidence and success. To register for access to the online test banks included with the purchase of this book, please visit: www.wiley.com/go/sybextestprep. PROJECT MANAGERS: Are you ready to increase your marketability, network with other project managers, and improve your abilities to lead a project? Become a certified PMP with my efficient, easy-to-follow study guide book, PMBOK® Guide and PMP® Exam Prep Book 2018-2019: Study Guide on the Project Management Body of Knowledge with Practice Test Questions for the Project Management Professional Exam by Robert P. Nathan! As any project manager will tell you, time is the most valuable commodity in a project. Updated in line with the PMBOK Sixth Edition, my PMBOK Guide and PMP Exam Prep Book 2018-2019 is designed to make the most of

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the time you spend preparing for the exam. Rather than being hundreds of pages too long, the following chapters have gone through multiple stages of revision to include only those things that you need to know. The chapters have been designed to be readable, as well as to be easy to scan if you are flipping through. The structure of my book is based on project management's five major process groups: Chapter One: Initiation Chapter Two: Planning Chapter Three: Executing Chapter Four: Monitoring and Controlling Chapter Five: Closing Every chapter covers vital information on project management's ten knowledge areas: communication management, cost management, human resources management, integration management, procurement management, quality management, risk management, scope management, stakeholder management, and time management. Inputs, tools, techniques, and outputs (ITTOs) are organically written into the main text to show how they all fit together. The exam will test your understanding of best practices not memorization of lists. Included with every copy of my study guide is: Ten practice exam questions at the end of each chapter with answers and explanations A full two-hundred question practice exam with answers and explanations A full glossary of all tested terms Access to a FREE app with online flashcards of all tested terms Please note that PMBOK® is a registered trademark of PMI. PMI does not sponsor or endorse this book. This is the Eleventh Edition of the student workbook that accompanies the best selling "bible" of project management. The workbook contains additional problems and

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exercises to reinforce the concepts presented in the main text. It also serves as a self-study guide for the Project Management Professional (PMP) certification exam to be based on PMI's PMBOK Guide, 5E. Both as accompanying supplement to Kerzner's text and as standalone self-study guide, this workbook gives students key insights from the acknowledged world leader in project management.

These days, job competition is fierce; you need an extra edge in everything you do. The Project Management Professional (PMP) credential is critical to remaining current, marketable, and at the top of the list in the project management business. Sohel Akhter's easy-to-follow Project Management Professional (PMP) Certification Exam Prep covers everything you need to know to pass your exam. Sohel's book will get you those credentials in short order. His study guide is informative, covering exactly what you need to know, and organized in the perfect format for certification exam prep. His writing is clear and free of unnecessary bloviations that only clutter the studying process. After fourteen years in the field, including six years teaching a PMP exam boot camp, the author now offers his simple, clear approach to successfully passing your PMP and CAPM certification exams. The ultimate in exam prep is finally here. You cannot lose with Sohel's Project Management Professional (PMP) Certification Exam Prep.

An informative introduction for those considering a career in project management Project Management JumpStart offers a clear, practical introduction to the complex

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world of project management, with an entertaining approach based on real-world application. Fully revised to align with a Guide to the Project Management Body of Knowledge –PMBOK Guide©, 6th edition, this book provides an overview of the field followed by an exploration of current best practices. The practical focus facilitates retention by directly linking critical concepts to your everyday work, while the close adherence to PMBOK guidelines makes this book the perfect starting point for those considering certification to earn either PMP or CompTIA Project+ credentials. Project management is a top-five, in-demand skill in today’s workplace, and the demand has spread far beyond IT to encompass nearly every industry; any organization that produces goods or services, whether for profit or not, has a vested interest in ensuring that projects are completed on time, on budget, and to the satisfaction of the client—this is the heart of the project management function. Let Kim Heldman, bestselling author of PMP Study Guide and CompTIA Project+ Study Guide, walk you through the basic principles and practices to help you build a strong foundation for further training. Understand current project management methods and practices Explore project management from a practical perspective Delve into illustrative examples that clarify complex issues Test your understanding with challenging study questions Trillions of dollars are invested in various projects around the world each year, and companies have learned that investing in qualified project management professionals pays off in every aspect of the operation. If you’re considering a career in project management,

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Project Management JumpStart provides an excellent introduction to the field and clear direction for your next steps.

This all-inclusive, self-study guide for the PMI's Project Management Professional (PMP) certification exam provides all the information project managers need to thoroughly prepare for the test. It contains the book *The PMP Exam: How to Pass on Your First Try*; flash card App to help with memorization of key points; a laminated quick reference guide; a trial version subscription to the PMP course in InSite (the top PMP e-learning site); and downloadable audio CDs featuring experts Andy Crowe, Bill Yates, and Louis Alderman discussing the main points and concepts for the exam. The included learning materials cover all the processes, inputs, tools, and outputs that will be tested, along with insider secrets, test tricks and tips, hundreds of sample questions, and exercises designed to strengthen mastery of key concepts to help you pass the exam with confidence.

The Practice Standard for Project Risk Management covers risk management as it is applied to single projects only. It does not cover risk in programs or portfolios. This practice standard is consistent with the PMBOK® Guide and is aligned with other PMI practice standards. Different projects, organizations and situations require a variety of approaches to risk management and there are several specific ways to conduct risk management that are in agreement with principles of Project Risk Management as presented in this practice standard.

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Use this study guide to prepare for the Project Management Professional (PMP) exam administered by the Project Management Institute (PMI). The revised third edition of the best-selling PMP in Depth, updated to the sixth edition of PMBOK, has a laser-sharp focus on the exam objectives for project managers and others who want to pass the PMP exam. No prior knowledge of project management is assumed. The chapters and the sections within each chapter are presented in a logical learning sequence. The concepts and topics, both simple and complex, are clearly explained when they appear for the first time. This facilitates step-wise learning, prevents confusion, and makes this book useful for those who want to get up to speed quickly to pass the PMP exam, even if you are new to the discipline of project management. This book tells the story of project management in a cohesive, concise, yet comprehensive fashion. Unlike most PMP exam books, PMP in Depth covers the material in the order in which projects are actually run in the real world. The book is an easy-to-understand guide that is valuable both before and after the exam. What You'll Learn Understand the body of knowledge required to earn the Project Management Professional (PMP) certification Acquire the knowledge needed to enter the field of project management and successfully manage projects in any field Who This Book Is For Project management practitioners preparing for the PMP exam, entry-level project managers and project team members preparing for the PMP exam, beginners who want to join the field of project management and get up to speed quickly, project managers who need a quick and easy reference to the

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discipline of project management, and instructors and trainers who want a textbook for the PMP exam or a course on project management

The ultimate PMP preparation and self-study experience, updated to align with the new PMBOK® Guide, 6th Edition The PMP: Project Management Professional Exam Study Guide, Ninth Edition, provides comprehensive review for the Project Management Institute's (PMI) PMP certification exam. This new ninth edition has been completely revised to align with the latest version of the exam, which includes new tasks that reflect changes to best practices, the role of the project manager, and the growing importance of agile and other adaptive and iterative practices. Detailed discussion draws from the latest A Guide to the Project Management Body of Knowledge (PMBOK® Guide), 6th edition, to provide the most up-to-date information on critical topics, while hands-on exercises provide insight on real-world implementation. Receive one year of free access to the Sybex online interactive learning environment, to help you prepare with superior study tools, rigorous chapter tests, and two practice exams that allows you to gauge your readiness and avoid surprises on exam day. The PMP certification is arguably the most desired skill in the IT marketplace, but its reach extends into a variety of other industries. Candidates must have extensive project management experience to qualify, but comprehensive study materials, aligned with the PMBOK® Guide Sixth Edition, are essential to success on the exam. This study guide provides everything you need to ensure thorough preparation and full exam-day

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confidence. Study 100% of the objectives for the latest PMP exam Practice applying PMP concepts to real-world scenarios Test your understanding with comprehensive review questions Access online chapter tests, practice exams, electronic flashcards, and more Companies are demanding more of project managers than ever before: skills in technical management, leadership, strategic management, and business management make you more competitive, and the PMP exam reflects their increasing relevance in a rapidly-evolving field. When you're ready to take the next step for your career, the PMP: Project Management Professional Exam Study Guide, Ninth Edition, is your ideal companion for ultimate PMP preparation.

An all-inclusive, self-study guide for the PMI's Project Management Professional (PMP) certification exam, this kit provides all the information project managers need to thoroughly prepare for the test. It contains the book *The PMP Exam: How to Pass on Your First Try*; hundreds of flash cards to help with memorization of key points; a laminated quick reference guide; a six-month online subscription to the PMP course in InSite (the top PMP e-learning site); and five audio CDs featuring experts Andy Crowe, Bill Yates, and Louis Alderman discussing the main points and concepts for the exam. The included learning materials cover all the processes, inputs, tools, and outputs that will be tested, along with insider secrets, test tricks and tips, hundreds of sample questions, and exercises designed to strengthen mastery of key concepts to help you pass the exam with confidence.

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A surprisingly simple way for students to master any subject--based on one of the world's most popular online courses and the bestselling book *A Mind for Numbers* *A Mind for Numbers* and its wildly popular online companion course "Learning How to Learn" have empowered more than two million learners of all ages from around the world to master subjects that they once struggled with. Fans often wish they'd discovered these learning strategies earlier and ask how they can help their kids master these skills as well. Now in this new book for kids and teens, the authors reveal how to make the most of time spent studying. We all have the tools to learn what might not seem to come naturally to us at first--the secret is to understand how the brain works so we can unlock its power. This book explains:

- Why sometimes letting your mind wander is an important part of the learning process
- How to avoid "rut think" in order to think outside the box
- Why having a poor memory can be a good thing
- The value of metaphors in developing understanding
- A simple, yet powerful, way to stop procrastinating

Filled with illustrations, application questions, and exercises, this book makes learning easy and fun.

To support the broadening spectrum of project delivery approaches, PMI is offering *A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Sixth Edition* as a bundle with its latest, the *Agile Practice Guide*. The *PMBOK® Guide – Sixth Edition* now contains detailed information about agile; while the *Agile Practice Guide*, created in partnership with *Agile Alliance®*, serves as a bridge to connect waterfall and

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agile. Together they are a powerful tool for project managers. The PMBOK® Guide – Sixth Edition – PMI's flagship publication has been updated to reflect the latest good practices in project management. New to the Sixth Edition, each knowledge area will contain a section entitled Approaches for Agile, Iterative and Adaptive Environments, describing how these practices integrate in project settings. It will also contain more emphasis on strategic and business knowledge—including discussion of project management business documents—and information on the PMI Talent Triangle™ and the essential skills for success in today's market. Agile Practice Guide has been developed as a resource to understand, evaluate, and use agile and hybrid agile approaches. This practice guide provides guidance on when, where, and how to apply agile approaches and provides practical tools for practitioners and organizations wanting to increase agility. This practice guide is aligned with other PMI standards, including A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Sixth Edition, and was developed as the result of collaboration between the Project Management Institute and the Agile Alliance.

Master all five PMP domains and boost your confidence for exam day PMP: Project Management Professional Practice Tests provides candidates with an ideal study aid for PMP exam preparation. Fully aligned with the A Guide to the Project Management Body of Knowledge (PMBOK® Guide), 6th edition, this book provides practice questions covering all five performance domains. Five unique 160- question chapter

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tests, as well as one practice exam cover Initiating; Planning; Executing; Monitoring and Controlling; and Closing to help you pinpoint weak areas while there is still time to review. An additional 200-question practice test provides a bonus exam--1000 questions in all--, and a year of FREE access to the Sybex interactive online learning environment puts a test bank, practice questions, and more at your disposal. The PMP exam is a challenging four-hour, 200-question validation of your project management knowledge. Mimicking exam conditions is one of the best ways to prepare, and this book is designed to test your knowledge, focus, and mental endurance to get you fully prepared for the big day. Test your project management knowledge with 1,000 challenging questions Prepare using up-to-date material that accurately reflect the current exam Access digital study tools including electronic flashcards and additional practice questions In today's IT marketplace, qualified project managers are heavily in demand as employers increasingly require those who are capable of managing larger and more complex projects. The PMP certification shows that you know, understand, and can practice PMBOK guidelines to a rigorous level, and is considered the premier project management qualification out there—so when exam day arrives, complete preparation becomes critical to your success. PMP: Project Management Professional Practice Tests help you gauge your progress, preview exam day, and focus your study time so you can conquer the exam with confidence. To register for access to the online test banks included with the purchase of this book, please visit:

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www.wiley.com/go/sybextestprep.

You are one-click away from discovering how to get a PMP certification on your first try. Passing the PMP® Exam is no easy task, but this book can make it a lot simpler. PMP Exam Prep teaches you the latest principles and certification objectives in The PMBOK® Guide in a unique and inspiring way. Designed specifically to ensure you learn faster, retain more, and pass the PMP exam, the all new PMP® Exam Prep is based on the PMBOK Guide 6th edition and will provides all the information project managers need to thoroughly prepare for and pass the test. This comprehensive study resource includes: Procurement management Cost management Scheduling management Risk management Communication management Contract management Quality management Human Resource Management Project Management Professional (PMP) Cheat Sheet 200 Questions with Solutions Over 30 real life examples Exam Tips and Tricks Explanations for each Question Type Formula Cheat Sheet Full-length practice test 10 Mock Exams If you have been looking for a way to become a Project Management Professional (PMP), this content right here will be in your eye line for you. There are both short and long term benefits to getting the PMP certification. But, many hiring managers and employers are looking for candidates who have the PMP certification. Discover the Benefits of Getting a PMP certification 1. Provide Industry Recognition 2. Help you earn more money 3. Add value to the company 4. Validate your skills 5. Contribute to higher income Own The Most Innovative and up-to-date study resource PMP® Exam Prep Book. Click Buy Now With 1-Click or Buy Now

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to get PMP Certification Exam Prep!

What will you learn from this book? Head First PMP teaches you the latest principles and certification objectives in The PMBOK® Guide in a unique and inspiring way. This updated fourth edition takes you beyond specific questions and answers with a unique visual format that helps you grasp the big picture of project management. By putting PMP concepts into context, you'll be able to understand, remember, and apply them—not just on the exam, but on the job. No wonder so many people have used Head First PMP as their sole source for passing the PMP exam. This book will help you:

Learn PMP's underlying concepts to help you understand the PMBOK principles and pass the certification exam with flying colors Get 100% coverage of the latest principles and certification objectives in The PMBOK® Guide, Sixth Edition Make use of a thorough and effective preparation guide with hundreds of practice questions and exam strategies Explore the material through puzzles, games, problems, and exercises that make learning easy and entertaining Why does this book look so different? Based on the latest research in cognitive science and learning theory, Head First PMP uses a visually rich format to engage your mind, rather than a text-heavy approach that puts you to sleep. Why waste your time struggling with new concepts? This multi-sensory learning experience is designed for the way your brain really works.

Fully updated to be aligned with the Project Management Body of Knowledge(R) (PMBOK(R) Guide), Sixth Edition, this study guide is structured per the PMP(R)

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Examination Content Outline (ECO), 2015 edition, which is the blueprint for the PMP(R) exam. The study guide has a chapter of 50 questions for each performance domain in the ECO: initiating, planning, executing, monitoring and controlling, and closing. The study guide also provides access to a 200-question on-line test that simulates the experience of taking the actual PMP(R) examination.

Don't Let the Real Test Be Your First Test! Aligned with the current PMI® Project Management Body of Knowledge (PMBOK®) and the latest release of the Project Management Professional exam, PMP® Project Management Professional Practice Exams provides coverage of all exam objectives and is logically organized by exam domain. All questions simulate those on the actual exam in content, style, and difficulty. To facilitate retention, every question is accompanied by in-depth explanations for both correct and incorrect answers. Covers all five PMP exam domains:•Initiating the Project•Planning the Project•Executing the Project•Monitoring and Controlling the Project•Closing the Project Digital content includes:•Test engine that provides full-length practice exams or customized quizzes by chapter or by exam domain•600 practice exam questions

This set includes PMP Project Management Professional Exam Study Guide: 2019 Update, 10th Edition and the Practice Tests to accompany the study guide. The study guide provides comprehensive review for the Project Management Institute's (PMI) PMP certification exam. This new tenth edition has been completely revised to align

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with the latest version of the exam. Receive one year of free access to the Sybex online interactive learning environment, to help you prepare with superior study tools, rigorous chapter tests, and two practice exams that allows you to gauge your readiness and avoid surprises on exam day. The practice tests are an ideal additional study resource, providing practice questions covering all five performance domains.

PMP: Project Management Professional Exam Study Guide John Wiley & Sons

PMP Exam: Practice Test and Study Guide, Ninth Edition uses self-study to help readers increase their chances of passing the PMP certification exam the first time. This spiral-bound edition includes 40 multiple-choice practice questions in each of the ten knowledge areas and in the professional and social responsibilities domain. It prese

*** For the PMBOK Guide - Sixth Edition and PMP Exam released March 26, 2018

***Countless time and money is spent preparing for the PMP® exam. So why aren't students laser-focused on taking practice exams before attempting the real thing? Reflects the current PMP exam format and the PMBOK® Guide - Sixth Edition! The practice tests in this book are designed to help students adjust to the pace, subject matter, and difficulty of the real Project Management Professional (PMP) exam. Geared towards anyone preparing for the exam, all tests include clear solutions to help you understand core concepts. If you plan on passing the PMP exam, it's time to test your knowledge. It's time for PMP Exam Prep - Questions, Answers, & Explanations. Now packed with Over 1,000 realistic PMP sample questions to help you pass the exam on your FIRST try. In this book: 1000+ detailed PMP exam practice questions including 18 condensed PMP mock exams that can be completed in one hour; 11

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Targeted PMBOK Knowledge Area tests, and detailed solution sets for all PMP questions which include clear explanations and wording, PMBOK Knowledge Area and page references, and reasoning based on the latest PMBOK Guide - Sixth Edition and updated PMP exam format. Includes FREE PMP exam formula reference sheet!["PMI", "PMP", and "PMBOK Guide" are marks of Project Management Institute, Inc.]

The PMP Study Guide is a comprehensive study aid for the upcoming Project Management Professional (PMP) certification administered by PMI. The book is designed to prepare readers for the PMP exam, as well as serve as a good reference for acting project managers. The book will cover the Project Management Process and Procedures outlined in A Guide to the Project Management Body of Knowledge. 5th Edition. Readers will benefit from the detailed discussion of the wide-range of project management and exam topics, concepts, and key terms, and will present the material in a logical manner: each section builds upon previous sections and a chapter on previous chapters. The book will cover the exam outline 100%. Each chapter will include a list of topics covered in that chapter, following by in-depth discussion of those objectives, complete with hands-on Real World Scenarios and How This Applies to Your Current Project sidebars. The chapter will conclude with an Exam Essentials section and comprehensive review questions. The companion study tools include leading-edge exam prep software with test engine of practice questions and electronic flashcards. In addition, there will be over 2 hours of additional audio. Bonus Content: The book also prepares those studying for the new Certified Associate in Project Management (CAPM) program offered by PMI by including two bonus CAPM exams.

Prepare for PMP certification exam success with this fully updated and comprehensive study

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guide This study guide serves as a comprehensive resource for those who plan on taking the Project Management Professional (PMP) certification exam administered by PMI. The book helps you prepare for the exam, and it will continue to serve project managers as an on-the-job reference book. The PMP Project Management Professional Exam Study Guide, Tenth Edition is fully updated to include recent changes to the exam. New content covers the integral role that Agile and other iterative practices have in project management. Updates also address the pivotal responsibilities of the project manager and the skill sets required for this position. The study guide was written to reflect the Project Management Process and Procedures found in the revised A Guide to the Project Management Body of Knowledge -- PMBOK® Guide, 6th Edition. Well-known author and expert Kim Heldman, PMP, helps to prepare you for the exam with in-depth coverage of topics, concepts, and key terms. Learn more about the three main domain areas of people, process, and business environment, plus the predictive, agile, and hybrid approaches to project management. This guide is an effective learning aid that will take your understanding to the next level. Provides comprehensive material, covering the complete exam outline Lists chapter objectives and offers detailed discussions of these objectives Reflects differences in project management environments and approaches Effectively presents real world scenarios, project application sidebars, and chapter review questions You'll also connect to a beneficial, on-the-go resource: an interactive online learning environment and test bank. This environment includes an assessment test, chapter tests, practice exams, electronic flashcards, and a glossary of key terms. A thorough review is the best prep for a challenging certification exam. So, get ready with this essential PMP study guide. This is the Eleventh Edition of the student workbook that accompanies the best selling "bible"

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of project management. The workbook contains additional problems and exercises to reinforce the concepts presented in the main text. It also serves as a self-study guide for the Project Management Professional (PMP®) certification exam to be based on PMI®'s PMBOK® Guide, 5E. Both as accompanying supplement to Kerzner's text and as standalone self-study guide, this workbook gives students key insights from the acknowledged world leader in project management. (PMI, PMBOK, CAPM, PMP, and Project Management Professional are registered marks of the Project Management Institute, Inc.)

This up-to-date self-study system offers 100% coverage of every topic on the CAPM and PMP exams Thoroughly revised for the current PMI Project Management Body of Knowledge (PMBOK Guide), this up-to-date resource offers complete coverage of all the material included on the Certified Associate in Project Management and Project Management Professional exams. You'll find learning objectives at the beginning of each chapter, exam tips, and practice exam questions with in-depth answer explanations. Written by a leading project management consultant and trainer, CAPM/PMP Project Management Certification All-in-One Exam Guide, Fourth Edition will help you pass the exams with ease and will also serve as an essential on-the-job reference. Covers all exam topics, including:

- Project integration management
- Managing the project scope
- Managing project time, costs, and quality
- Managing project resources
- Managing project communications
- Managing project risks
- Project procurement management
- Managing project stakeholders
- Project management processes

Electronic content includes:

- 750 CAPM and PMP practice exam questions—test yourself by exam domain or take a complete exam
- Bonus process review quiz
- Video training from the author
- Process ITTO Quick Review Guide
- PMP Memory Sheets
- Secured Book

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PDF

Use this study guide to prepare for the Certified Associate in Project Management (CAPM) exam, based on PMBOK's sixth edition, administered by the Project Management Institute (PMI). The revised and updated second edition of the best-selling CAPM in Depth has a laser-sharp focus on the exam objectives for project managers and others who want to pass the CAPM exam. No prior knowledge of project management is assumed. The chapters and the sections within each chapter are presented in a logical learning sequence. The concepts and topics, both simple and complex, are clearly explained when they appear for the first time. This facilitates step-wise learning, prevents confusion, and makes this book useful for those who want to get up to speed quickly to pass the CAPM exam, even if you are new to the discipline of project management. This book tells the story of project management in a cohesive, concise, yet comprehensive fashion. Unlike most CAPM exam books, this book is not just an exam-cram book. It is an easy-to-understand guide that is a valuable reference both before and after the exam. What You'll Learn Understand the body of knowledge required to earn the Certified Associate in Project Management (CAPM) certification Acquire the knowledge needed to successfully manage projects in any field Who This Book Is For Project management practitioners preparing for the CAPM exam, entry-level project managers and project team members preparing for the CAPM exam, beginners who want to join the field of project management and get up to speed quickly, project managers who need a quick and easy reference to the discipline of project management, instructors and trainers who need a textbook for a course on project management Handbook to aid candidates in preparation for the Certified Associate in Project

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Management (CAPM) exam.

This PMP® certification study guide is a complete and up-to-date resource covering project management best practices and topics from the PMBOK Guide, 6th edition. It covers 49 processes, along with exam tips, and presents the concepts of project management succinctly for a full understanding of the content to help you take and pass the PMP® exam.

The best practice test preparation for the PMP exam! Boost your confidence through preparation before you take the new Project Management Professional (PMP) exam. The PMP Project Management Professional Practice Tests is the hands-on way to prepare for the exam and achieve your certification. Access three practice tests Study questions that cover the three PMP performance domains Test your knowledge with three additional bonus exams Practice with a total of 1,000 unique test questions. The Project Management Professional (PMP) certification was developed by the Project Management Institute (PMI). The certification requires extensive project management experience, instructional hours, and successful completion of the certification exam. Well-known PMP authors and experts, Kim Heldman and Vanina Mangano, have written practice questions that will help you get ready for testing as you work toward certification. The test questions provide you with coverage within each of the performance domains: people, process, and business environments. Project managers play a critical role in today's organizations. When you pass the exam and earn

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certification, you will gain additional recognition for your skill set and expertise. This confidence-building guide also connects you to an interactive online learning environment and test bank including all the practice exam questions. Get help reaching your professional goals with the right PMP tools!

We all negotiate on a daily basis. We negotiate with our spouses, children, parents, and friends. We negotiate when we rent an apartment, buy a car, purchase a house, and apply for a job. Your ability to negotiate might even be the most important factor in your career advancement. Negotiation is also the key to business success. No organization can survive without contracts that produce profits. At a strategic level, businesses are concerned with value creation and achieving competitive advantage. But the success of high-level business strategies depends on contracts made with suppliers, customers, and other stakeholders. Contracting capability—the ability to negotiate and perform successful contracts—is the most important function in any organization. This book is designed to help you achieve success in your personal negotiations and in your business transactions. The book is unique in two ways. First, the book not only covers negotiation concepts, but also provides practical actions you can take in future negotiations. This includes a Negotiation Planning Checklist and a completed example of the checklist for your use in future negotiations. The book also includes (1) a tool you can use to assess your negotiation style; (2) examples of “decision trees,” which are useful in calculating your alternatives if your negotiation is unsuccessful; (3) a three-part

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strategy for increasing your power during negotiations; (4) a practical plan for analyzing your negotiations based on your reservation price, stretch goal, most-likely target, and zone of potential agreement; (5) clear guidelines on ethical standards that apply to negotiations; (6) factors to consider when deciding whether you should negotiate through an agent; (7) psychological tools you can use in negotiations—and traps to avoid when the other side uses them; (8) key elements of contract law that arise during negotiations; and (9) a checklist of factors to use when you evaluate your performance as a negotiator. Second, the book is unique in its holistic approach to the negotiation process. Other books often focus narrowly either on negotiation or on contract law. Furthermore, the books on negotiation tend to focus on what happens at the bargaining table without addressing the performance of an agreement. These books make the mistaken assumption that success is determined by evaluating the negotiation rather than evaluating performance of the agreement. Similarly, the books on contract law tend to focus on the legal requirements for a contract to be valid, thus giving short shrift to the negotiation process that precedes the contract and to the performance that follows. In the real world, the contracting process is not divided into independent phases. What happens during a negotiation has a profound impact on the contract and on the performance that follows. The contract's legal content should reflect the realities of what happened at the bargaining table and the performance that is to follow. This book, in contrast to others, covers the entire negotiation process in chronological order

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beginning with your decision to negotiate and continuing through the evaluation of your performance as a negotiator. A business executive in one of the negotiation seminars the author teaches as a University of Michigan professor summarized negotiation as follows: "Life is negotiation!" No one ever stated it better. As a mother with young children and as a company leader, the executive realized that negotiations are pervasive in our personal and business lives. With its emphasis on practical action, and with its chronological, holistic approach, this book provides a roadmap you can use when navigating through your life as a negotiator.

STUDY, PRACTICE, REVIEW! This complete package includes: The PMP Project Management Professional Exam Deluxe Study Guide, Third Edition, is a comprehensive study aid for the upcoming Project Management Professional (PMP) certification administered by PMI. The book is designed to prepare candidates for the PMP exam, as well as serve as a good reference for project managers. The book will reflect the the Project Management Process and Procedures that are outlined in the revised A Guide to the Project Management Body of Knowledge, Sixth Edition--also known as the PMBOK(R) Guide. Readers will benefit from the detailed discussion of the wide-range of project management and exam topics, concepts, and key terms, and will present the material in a logical manner; each section builds upon previous sections and a chapter on previous chapters. The book will cover 100% of the exam outline, including new and expanded coverage of agile. Each chapter will include a list of topics

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In this instant New York Times bestseller, Angela Duckworth shows anyone striving to succeed that the secret to outstanding achievement is not talent, but a special blend of passion and persistence she calls “grit.” “Inspiration for non-geniuses everywhere” (People). The daughter of a scientist who frequently noted her lack of “genius,” Angela Duckworth is now a celebrated researcher and professor. It was her early eye-opening stints in teaching, business consulting, and neuroscience that led to her hypothesis about what really drives success: not genius, but a unique combination of passion and long-term perseverance. In *Grit*, she takes us into the field to visit cadets struggling through their first days at West Point, teachers working in some of the toughest schools, and young finalists in the National Spelling Bee. She also mines fascinating insights from history and shows what can be gleaned from modern experiments in peak performance. Finally, she shares what she’s learned from interviewing dozens of high achievers—from JP Morgan CEO Jamie Dimon to New Yorker cartoon editor Bob Mankoff to Seattle Seahawks Coach Pete Carroll. “Duckworth’s ideas about the cultivation of tenacity have clearly changed some lives for the better” (The New York Times Book Review). Among *Grit*’s most valuable insights: any effort you make

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ultimately counts twice toward your goal; grit can be learned, regardless of IQ or circumstances; when it comes to child-rearing, neither a warm embrace nor high standards will work by themselves; how to trigger lifelong interest; the magic of the Hard Thing Rule; and so much more. Winningly personal, insightful, and even life-changing, *Grit* is a book about what goes through your head when you fall down, and how that—not talent or luck—makes all the difference. This is “a fascinating tour of the psychological research on success” (The Wall Street Journal).

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