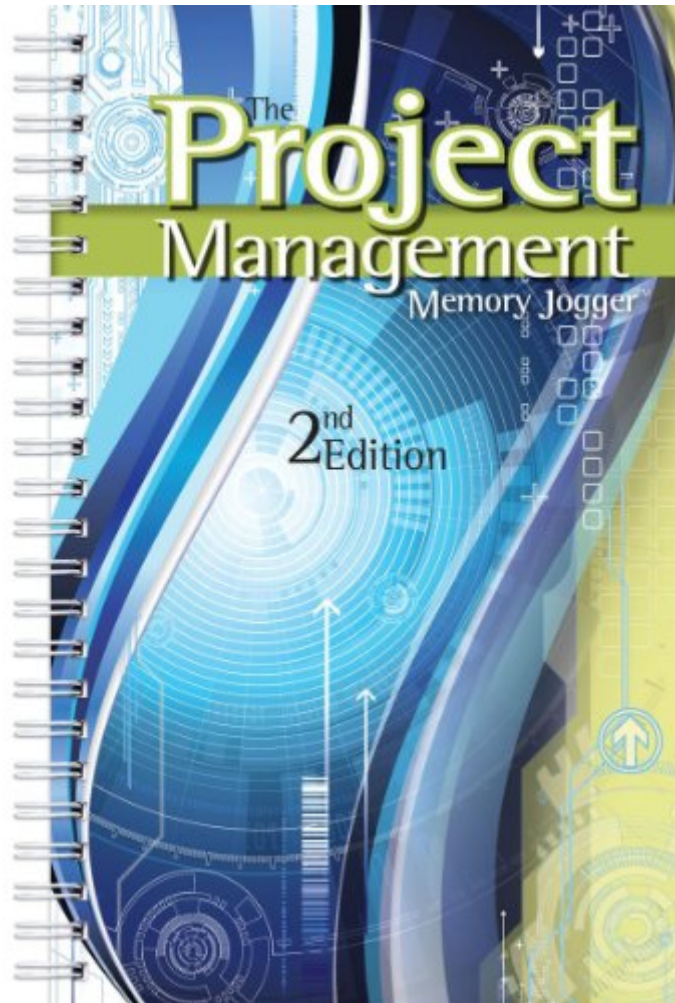


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# The Project Management Memory Jogger (Second Edition) (Memory Jogger Series)



## Synopsis

The Project Management Memory Jogger has been published as a second edition and is now available! This second edition retains the essential features that made the first edition so popular and is aligned with A Guide to the Project Management Body of Knowledge (PMBOK Guide). In addition to all of the steps, proven tips, tools and templates, the new edition features new sections on- Project Communication Plan- Cross Cultural Teams- Project Procurement Plan- Project Quality Plan- Organizational Change Management- Project Contingency- Projects vs Operations and expanded segments on working with teams, virtual team tips, scope (customer analysis and SMART Criteria), risk, scheduling (critical path), monitoring & control, (earned value), and many more additions. Finally, there is a new section on consensus based decision making tools to help project teams from The Memory Jogger 2 Second Edition. In addition, the overall flow and layout have been improved to make this new version even more user-friendly than the first. We hope that this improved guide will help you get the most out of your meeting time and also help to improve the success rate of projects in your organization! Here is the break down of the differences:

1. The style, methodology, and case study are essentially mirrored.
2. The second edition is aligned with, updated to and compliant with the current PMBOK®<sup>®</sup>, Fourth Edition.
3. The new sections with "how do I do it" in a project management context are: Project Communication Plan, Cross Cultural Teams, Project Procurement Plan, Project Quality Plan, Organizational Change Management, Project Contingency.
4. There is a greatly expanded section on team dynamics, teamwork, and virtual teams. Easily identifiable tips for virtual teams are also interspersed throughout the book.
5. Many sections are improved, expanded, and updated (with more explanation and breadth), i.e. Project Charter, Risk, Scope, Project Management Process, Scheduling, and Customer Analysis.
6. These new topics are defined and referenced in the Advanced PMMJ and MJ2 second edition: Earned Value, Advanced PMMJ, Critical Path - APMMJ, Projects vs. Operations - APMMJ, Collaborative Decision Making Tools, MJ2 second edition.
7. Moved the Activity Schedule and Product Life Cycle to the Appendix.
8. Added a Chapter on collaborative decision making tools and analysis for use with project teams for identification of issues, prioritization, and root cause identification (Affinity Diagram, Interrelationship Digraph, Prioritization Matrices).

## Book Information

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## Customer Reviews

Whether you work on huge, complex, international projects for one of the Fortune 50 or you are putting together a family reunion, you will find something of value in this little book. But don't let either the size of the book (pocket) or the size of the print (small) fool or intimidate you. The ideas are clear and accessible. These two consultants have written a project management book for our times. Their approach is team-based and collaborative -- particularly useful for those of us who work in organizations that use teams but still think in functional silos -- as well as practical and flexible. Personally, I have always found other project management models to be too complex, too highly delineated, and too quantitative. This approach is logical, fact-based, and flexible enough for me to work the parts that apply and skip the ones that don't. I highly recommend the book as well as the approach. If you want to get the full benefit of their methodology, bring the authors in for in-house training. That way, the kinesthetic and auditory processors in your organization will "get it" even better.

I bought this to view on my Samsung Note II via the android Kindle app. The usefulness of this book is diminished somewhat by lack of pagination in the Kindle App. The book references other pages throughout, but there is no way to identify what page you are on or change to the referenced page. The eBook or Kindle app (or both) need to be programmed to fix this. The "go to page" function exists, it is grayed out and apparently pages are not bookmark or it just doesn't work.

I purchased this book for my Master's Degree class as a requirement. I am very happy with how this book is written for learning how to do a Gantt Chart. I was able to follow along with the course requirements without an issue.

I absolutely love this book! it has helped me so much in my job and gives me good advice and tips for organizing in other areas, professionally and personally. I totally recommend this book to anyone who wouldn't mind some advice on how to be better organized and also to think critically.

I was so fortunate to receive a copy of The Project Management Memory Jogger. This book is a fantastic reference tool to have in my professional library. The most useful application is the way the Chapters are segmented into a step-by-step project process making it extremely user friendly. My business involves developing full scope projects down to managing one part with the support of other virtual team members. All I can say is if someone has this handy reference guide and can't manage a project they have "bigger fish to fry."

This book is a great reference for managing projects as well as students who are reading for their project management certification

We recommend this book for all of our project managers at ABB. This has everything the PM needs in a small book.

This was a required text for my school. This book is helping me to gain project management skills and knowledge.

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