

Project Management Fundamentals: Recommended Reading & Web Links



STRICT PROJECT MANAGEMENT TOPICS

1. Project Management Institute.

A Guide to the Project Management Body of Knowledge (PMBOK), Third Edition (PMBOK Guide). Newton Square: Project Management Institute. 2004.

Comment: The guide published by the Project Management Institute (PMI). The PMBOK is a summary of principles governing the full lifecycle of project management, and the primary standard for PMI's Project Management Professional (PMP) certification. Essentially, it is the global "bible" for project managers.

2. Frame, J. Davidson.

Managing Projects in Organizations.

San Francisco: Jossey-Bass. 1995.

Sub-title: "How to make the best use of time, techniques, and people."

Comment: A very nice, "easy-reading" primer on practical project management.

3. Thomsett, Michael C.

The Little Black Book of Project Management, 2nd ed.

New York: AMACOM. 2002.

Comment: A good "carry it around with you" reference on the day-to-day practical components of managing projects. Not a "deep read," but provides nice guidance on the daily tasks project managers perform.

4. Uyttewaal, Eric.

Dynamic Scheduling with Microsoft Office Project 2003.

Boca Raton: International Institute for Learning. 2005.

Sub-title: "The book by and for professionals."

Comment: Thee best book on using MS Project 2003 to create and maintain MS Project schedules. Read and use this book, and you'll never again say "...using MS Project well for my projects is just too hard!"

TOPICS DIRECTLY RELATED TO PROJECT MANAGEMENT

5. de Bono, Edward.

Six Thinking Hats.

New York: MICA Management Resources. 1999.

Comment: Discusses the use of de Bono's time-tested, fundamental principles for effective and efficient decision making and problem solving.

6. Fisher, Roger and William Ury.

Getting to Yes, 2nd ed.

New York: Penguin. 1991.

Comment: Excellent principles for negotiation and, in a project management environment, pushing back on unrealistic project expectations.

Project Management Fundamentals: Recommended Reading & Web Links



7. Goldratt, Eliyahu M.

Critical Chain.

Great Barrington, MA: North River Press. 1997.

Comment: "This book (Critical Chain) is valuable to two main audiences: project managers and senior managers... useful for dealing with one of the most difficult and pressing management challenges: developing highly innovative new products." *Harvard Business Review*

8. Goldratt, Eliyahu M.

Theory of Constraints.

Great Barrington, MA: North River Press. 1999.

Sub-title: "What it is and how it should be implemented."

Comment: Theory of Constraints walks you through the crucial stages of a continuous program: the five steps of focusing; the process of change; how to prove effect-cause-effect; and how to invent simple solutions to complex problems. Equally important, the author reveals the devastating impact that an organization's psychology can have on the process of improvements. Helps the reader better understand what is constraining organizations and how to better deal with these constraints.

9. Murphy, James D.

Flawless Execution.

New York: Regan. 2005.

Sub-title: "Use the techniques and systems of America's fighter pilots to perform at your peak and win the battles of the business world."

Comment: Written by the CEO of a niche consulting group and former U.S. Air Force F-15 fighter pilot, this book focuses on tools and techniques teams can use to get things done more efficiently and effectively in today's corporate environment.

LEADERSHIP AND GENERAL MANAGEMENT TOPICS

10. Collins, Jim.

Good to Great.

New York: HarperCollins. 2001.

Sub-title: "Why some companies make the leap...and others don't."

Comment: Descriptions of the companies that went from mediocrity to stellar performance and maintained that performance for at least 15 years, providing insightful ideas about selecting projects for strategic change.

11. Collins, Jim.

Built to Last.

New York: HarperCollins. 1997.

Sub-title: "Successful habits of visionary companies."

Comment: Collins' predecessor to *Good to Great*. First look by Collins at top-performing companies and the changes they implemented to put them at the top of corporate performers.

Project Management Fundamentals: Recommended Reading & Web Links



12. Bennis, Warren and Patricia Ward Biederman.

Organizing Genius: The Secrets of Creative Collaboration.

New York: Perseus. 1997.

Comment: Characteristics of teams that accomplished remarkable projects.

13. Goldratt, Elyahu M. and Jeff Cox.

The Goal.

Massachusetts: North River Press. 1984.

Sub-title: "A process of ongoing improvement."

Comment: Good book. Introduces flaws on accounting but also start of Goldratt's Theory of Constraints via his look at bottlenecks in UniCo's manufacturing process.

14. Morrell, Margot and Stephanie Capparell.

Shackleton's Way.

New York: Penguin. 2001.

Sub-title: "Leadership lessons from the great Antarctic explorer."

Comment: Lessons in leadership from Sir Ernest Shackleton, told in the context of his most famous expedition, providing pragmatic ideas for leading projects throughout their lifecycle.

WEBSITE LINKS

PMI – Project Management Institute

www.pmi.org

Ganttthead.com – General project information; articles; templates; great site

www.ganttthead.com

Max Wideman's – Glossary, articles, musings, etc; excellent site

www.maxwideman.com

AllIPM.com – Blog, links, white papers, templates, articles, PM jobs, etc

www.allipm.com

Project Magazine – Online project management magazine

www.projectmagazine.com

Projects@Work – General project information; articles and opinions, etc

www.projectsatwork.com