



Project Management Simplified: A Step-by-Step Process (Systems Innovation Book Series)

By Barbara Karten

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Are projects a problem for you? Do your projects cost too much, take too long, or are just not quite right? If so, **Project Management Simplified: A Step-by-Step Process** is the book for you. It applies well-defined processes for managing projects to managing change in our lives. It describes an approach modeled on a process used successfully in businesses, not-for-profit organizations, schools, and other organizations. The skills and techniques are not unique to businesses and organizations; they are life skills available to everyone.

There are a number of structured approaches that guide the successful completion of projects in business environments. This book translates these processes and techniques such that nonproject managers can easily use these proven approaches in a nonbusiness context for their own projects. It removes technical jargon, the need for computer software and hardware, and complicated organizational environments, describing the essential project management processes in a simple, straightforward manner.

As you progress through the book, you connect the dots necessary to complete your personal projects. A sample project in the text and a case study in the appendices further illustrate the concepts explained in the text. The author challenges you to select a project and, working along with the book, be the project manager and develop a project plan. By working with customers and funders of the project, defining the project, identifying how long it will take, and determining its cost, you will develop the expertise to define project goals and create a plan to reach them.

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Editorial Review

Review

"This book takes the complex techniques and terms of the corporate project management world and puts them into a language and context that is simple and easily accessible by anyone, even those with no experience in formal project management. The author has done both the formal project management discipline and the mundane world of everyday occurrences a great service. This book can bring about a melding that benefits both."

?Stephen A. Devaux, PMP, MSPM; President, Analytic Project Management

"**Project Management Simplified: A Step by Step Process** is a great roadmap scripted in non-technical language that is easily understood by non-project managers. The straightforward writing, everyday examples, fundamental diagrams, and checklists break down the mystique of project management. For the reader, the material encompasses the core fundamentals for a successful project. The flow of the material is logical and straight forward. It is also a great refresher reference book for expert project managers!"

?Mary M. Piecewicz, MBA, MSPC, PMP; Clark University College of Professional and Continuing Education

About the Author

Barbara Karten, PMP, has over 20 years of management, project/product/program management, and consulting/training experience. Since 2003, she has been an independent consultant and trainer delivering project management and business systems analysis training, PMP (Project Management Professional) Exam Preparation, general project management courses for PDU (professional development unit) accumulation, PMI (Project Management Institute) Chapter sponsored study groups and project management courses both on line and on ground for graduate and undergraduate programs at local universities.

During her career, Barbara worked with nonprofit organizations (focused on human services systems development and operations), government agencies (including employment and training systems), consulting organizations, and technology companies.

In addition to her work with nonprofit human service agencies and for-profit technology companies, Barbara taught project management at local universities including University of Phoenix, Worcester Polytechnic Institute, and Northeastern University. She developed and updated PMP curricula and course materials for academia and local project management training providers. She has presented at industry conferences as a panelist and a presenter.

Barbara is the past president of the Central Mass PMI Chapter, and is the Central Mass PMI Chapter liaison to the PMIEF (Project Management Institute Education Foundation), which addresses the project management needs of nonprofit organization, educational organizations, and NGO's.

Barbara supports project management skills as core competencies for life, education, career, and personal projects. People with project management capabilities are competitively positioned to succeed.

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