



ID: 1

Título: Manual para Project Managers. Cómo Gestionar Proyectos con Éxito

Autor: Daniel Echevarría-Jadraque

ISBN: 9788487670947

Editorial: Wolters Kluwer Empresas

Descripción: El Project Management es una disciplina emergente que permite una gestión más eficiente de los recursos, con un control del cumplimiento de los requerimientos del cliente, costes, plazos y riesgos del proyecto. No se trata de una habilidad más, es un perfil profesional diferente, una verdadera profesión, con su carrera y desarrollo profesional propio y atractivo, y cada vez más demandado. El perfil profesional de Project Manager es uno de los pocos sin desempleo, teniendo las empresas problemas para encontrar profesionales con la preparación específica y las adecuadas habilidades y competencias. Ser un profesional en Dirección de Proyectos con la certificación Project Management Professional, PMP®, implica ser reconocido como experto con la certificación más distinguida y valorada a nivel mundial en el área. Incluye 400 preguntas similares a las del examen de certificación con sus respuestas razonadas, así como información y recomendaciones sobre cómo afrontarlo. Este libro se estructura intentando seguir el desarrollo real de un proyecto en el día a día, a partir de 5 grupos de procesos: Introducción, Inicio, Planificación, Ejecución, Seguimiento y Control y Cierre de un proyecto. En cada fase, se desarrollan los procesos de cada una de las áreas de conocimiento que el project manager debe conocer y aplicar: gestión de la integración, del alcance, del plazo, de los costes, de la calidad, de los recursos humanos, de las comunicaciones, de los riesgos y de las adquisiciones del proyecto.



ID: 2

Título: The Complete project management methodology and toolkit

Autor: Gerard M. Hill

ISBN: 9781439801543

Editorial: CRC Press

Descripción: Written by one of the nation's most highly regarded project management mentors, "The Complete Project Management Methodology and Toolkit" provides a business-relevant project management solution that can be readily applied in any industry by both novice and experienced project managers. Aligned with common business practices, Gerard Hill's method shows how to develop project plans, keep on schedule, manage budgets, maintain areas of responsibility, and evaluate a project's progress from concept to completion. The text also offers insight for customizing the methodology to meet the unique needs of individual organizations.



ID: 3

Título: EVM: Teoría, Práctica e Implantación

Autor: Luis Cabezas Castillo, Antonio Amescua, Baldomero Fernández Rondan, Francisco Javier Jiménez Royo, Román López-Cotijo García, Santiago López González, Pedro Cabezas Castillo

ISBN: 9788493005627

Editorial: Instituto Nacional de Técnica Aeroespacial “Esteban Terradas”

Descripción: La técnica Earned Value Management, en castellano “Gestión del Valor Ganado”, como método básico de gestión de proyectos, se ha convertido de hecho en un estándar en los proyectos internacionales relacionado con los sectores industriales y, posteriormente, introducido en diferentes Administraciones Públicas. Dicha técnica se expone de manera muy detallada en este libro y muestra su utilidad para medir el progreso de ejecución de un proyecto de forma objetiva, combinando tres aspectos claves: - avance técnico – cumplimiento del trabajo planificado - , costes – si se gasta más o menos de lo programado - y calendario – si el proyecto se adelanta o retrasa -. Con EVM, de esta manera, se controla el plazo, el coste y el avance técnico. EVM, además de ser un estándar – ANSI EIA 748 -, está recomendado por el Project Management Institute (PMI) como conjunto de mejores prácticas aplicables a proyectos.



ID: 4

Título: Su entrenador de la EDT

Autor: Josh Nankivel, Angel Agueda

ISBN: -

Editorial: New York:Mc Graw-Hill

Descripción: La estructura de desglose del trabajo (EDT) es una de las herramientas de gestión más fundamentales del proyecto.

En mi carrera he visto a muchos directores de proyecto y organizaciones trastabillar en proyectos en los que se podía haber evitado con un uso adecuado de la herramienta EDT. He creado "El entrenador de la EDT" para ayudar a combatir este problema.

He escrito este libro para el aspirante o el nuevo director de proyecto, el director de proyecto accidental, que puede no tener referencias sobre cómo abordar la dirección de proyectos como una disciplina formal, y para el director de proyecto experimentado que está buscando cómo mejorar su habilidad para dirigir proyectos con éxito.



ID: 5

Título: Project Risk Board Game

Autor: Kay Wais

ISBN: -

Editorial: Successful Projects

Descripción: The Project Risk game is a fun hands-on game designed for project managers to learn about risk management for general learning, for PMP exam prep, or for simulation of their real project risk possibilities. It can be used both in the classroom environment and as a project team-building activity.

The board game is based on a project path weaving through the familiar processes of Initiating, Planning, Executing, Control & Monitoring, and Closing. There is a Project Manager pawn that progresses through the path over 12-rounds of project play (representing project reporting periods).

Progressing steps cost chips and returns chips. 6 game pawns represent team members (that can be lost through certain project risks occurring).

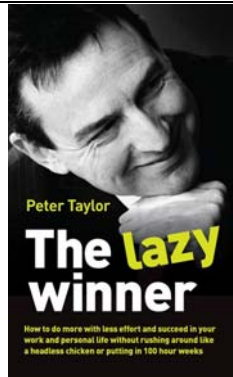
Risk cards are both negative and positive (aka opportunities) and most of these risks come from an identified risks log but like real life, some come from out of the blue.

Players roll two dice. An octagonal die represents one of the random risk events being triggered and a 6-sided die represents the project steps progressed.

When playing competitively, the winner is the one who finishes to the end, or **closest to the end, with the most chips and most team members left.**

- **It is intriguing and engaging.** The gameboard, risk cards, parts and pieces grab learners' attention. This helps put learners in the right mindset to interact and learn. Even the most experienced project managers are disarmed and charmed. It strikes a balance between educating and entertaining the learner.

- **Thinking about their project differently.** Brain churning equals learning. The game activities prompt learners to think, act, analyze, and question how the risks are being handled on their own projects. Repeated plays can actually train a learners brain to scan through the risk strategy options almost automatically when they occur in real projects.
- **Discovering and concluding occurs organically.** Participants are able to draw their own conclusions. The simulation helps bridge game outcomes with their selected strategies. Learners tend to get many insights from the simulation rather than taking away only one or two lessons.
- **Jump-Starting.** Participants are able to start playing the game after a very short introduction. The games complexities do not all need to be understood in order to start playing, but they help keep it interesting further into the simulation.
- **Repeatability.** Learners can and do enjoy replaying Project Risk. It can be played once or repeatedly. There are no tricks or secrets that are revealed. Also players may change the risk cards to change the simulation project. See more on alternative risk card sets if you want to explore these options.
- **Experiential.** Learners encounter the project risks, including budget and team issues, in terms of meaningful observations, feelings, and reactions. Experiential learning is proven to be the most effective approach to longterm learning.
- **PMP preparation.** The risk strategies used in Project Risk are the same strategies that are taught in the Guide to the Project Management Body of Knowledge and tested for in the Project Management Professional (PMP) certification exam.
- **Practice the lingo.** Learners use the vocabulary that we are trying to reinforce regarding project management and risk, including positive and negative risk strategies, triggers, issues, impact scores, project processes, and probabilities.



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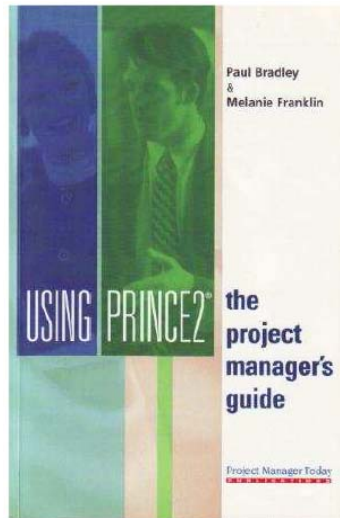
Título: The lazy winner

Autor: Peter Taylor

ISBN: 9781906821890

Editorial: Infinite Ideas LTD

Descripción: The Lazy Winner is for all those who simply want to do more with less effort and succeed in their working and personal lives without rushing around like headless chickens or putting in 100 hour weeks. We are all too good to put our careers and work-life balance at risk by working too hard! The Lazy Winner builds on the concept of 'productive laziness', developed in Peter Taylor's bestselling The Lazy Project Manager, which encourages people to apply more thought before leaping in to action and throwing effort at a problem or task. With better planning readers can ensure that they are Lazy Winners and achieve success in what they do at work and in life-more impressive results with the minimum of effort.



ID: 7

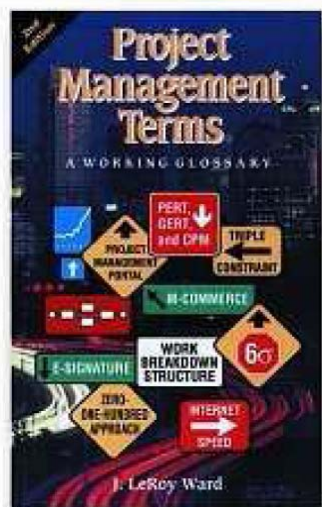
Título: Using Prince2. The project manager's guide.

Autor: Paul Bradley & Melanie Franklin

ISBN: 9781900391115

Editorial: Project Manager Today

Descripción: The authors, Paul Bradley and Melanie Franklin, have considerable experience in training and consulting in the PRINCE2. The book was written to answer questions that are often raised by project managers.
It provides ready reference to the project manager's roles and responsibilities in a PRINCE project and can also be read from start to finish to give a comprehensive view from the project manager's standpoint.



ID: 8

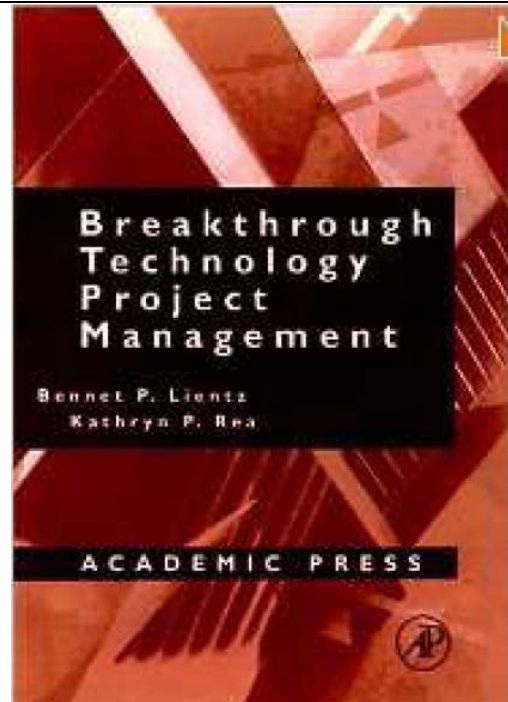
Título: Project Management Terms

Autor: J. LeRoy Ward

ISBN: 9781890367251

Editorial: ESI International

Descripción: The Dictionary of Project Management Terms is a valuable desk or briefcase reference for those engaged in one of the world's fastest-growing professions. This book ensures that project and program managers in every industry around the world are speaking the same language. Now in its third edition, the book is more than 200 pages longer and includes 1,400 more terms than its last edition. The Dictionary of Project Management Terms contains 3,400 key terms, words and phrases used in the day-to-day practice of project management. Along with traditional project management terms, it includes broader business terms to help seasoned managers and their successors navigate more easily the ubiquitous language of project-speak. Within the Dictionary of Project Management Terms, you'll find the meaning of hundreds of technical terms and acronyms, with each entry providing important insight into some aspect of project management. For example, with the flip of a page, you'll find a quick, concise, accurate description of a PERT chart and how it differs from a Gantt chart. You'll also discover that some terms are used interchangeably, such as analogous estimating and top-down estimating. Without question, The Dictionary of Project Management Terms will give you a distinct advantage on every project you face.



ID: 9

Título: Breakthrough Technology Project Management

Autor: Bennet P. Lientz, Kathryn P. Rea

ISBN: 9780124499706

Editorial: Academic Press

Descripción: While there are many books of methods and tools in different areas, project management has few books that actually give detailed tips and lessons on how to effectively set up and manage projects. Most devote all their space to specific methods. **Breakthrough Technology Project Management** provides tangible guidelines through examples and suggestions to help people participate in and manage projects more effectively. The authors' techniques and guidelines have been proven over the past 15 years in courses and counseling. Their experience is that many project managers have knowledge of basic definitions, but do not have the training or skills to actually manage the projects effectively. This book is a valuable tool for those working in information systems, engineering, computer science, operations and production, and other environments involving project management.



ID: 10

Título: Who's who en el Management Español

Autor: Francisco Alcaide Hernández

ISBN: -

Editorial: Interbannetwork

Descripción: Esta obra de Francisco Alcaide Hernández, editada por Interban Network y patrocinada por Microsoft, recoge las principales aportaciones, pensamientos y reflexiones de los catorce mayores expertos españoles en la materia (entre los que se incluyen los miembros del Top Ten Management Spain).

Por orden alfabético, los especialistas incluidos en el libro son: José Aguilar, Mario Alonso, Santiago Álvarez de Mon, Eduardo Bueno, José Manuel Casado, Juan Carlos Cubeiro, Nuria Chinchilla, Javier Fernández Aguado, Salvador García, Luis Huete, Alfonso Jiménez, José María Ortiz, Álex Rovira y Fernando Trías de Bes.



ID: 11

Título: Revolución LinkedIn

Autor: Juanma Roca

ISBN: -

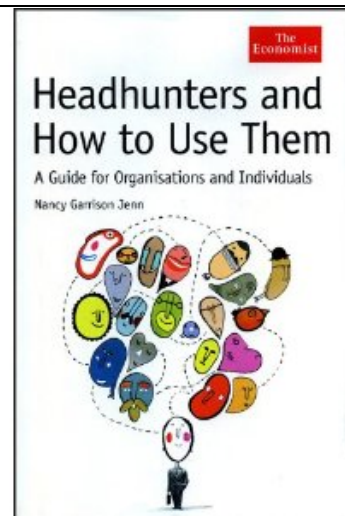
Editorial: Paidós Empresa

Descripción: LinkedIn es una red profesional creada en 2003 por el norteamericano Reid Hoffman, y es una de las redes profesionales que mejor funciona. En la actualidad, la red cuenta con 38 millones de usuarios.

Las personas que han asistido a mis cursos pueden dar fe que no hay curso que realice, en el que no recomiende a los alumnos que se den de alta en esta red.

Desde que internet abriera el mundo, la auténtica revolución del siglo XXI la han protagonizado las redes sociales que lo han conectado. El libro de **Juanma Roca** es especialmente interesante porque nos explica cómo se ha producido ésta rápida implantación de las redes sociales, cuáles son sus potenciales reales y cómo podemos implementar las herramientas digitales para mejorar nuestra capacidad de negocio individual en la red.

En 2008, MySpace era líder de mercado, pero sólo un año después, Facebook despuntaba con más de 150 millones de usuarios en 35 idiomas y 170 países... y en España tenemos a Tuenti que está revolucionando a los adolescentes. Pero ¿cuál es el modelo de negocio de estas redes? ¿son sostenibles? ¿son una moda?... todas estas preguntas también quedan desveladas en el libro.



ID: 12

Título: Headhunters y cómo utilizarlos

Autor: Nancy Garrison Jenn

ISBN: 9781861977342

Editorial: The Economist

Descripción: Para contratar un ejecutivo, debe recurrir a los servicios de un profesional especializado en búsqueda y selección de ejecutivos o *headhunter*. Si usted es candidato para un puesto ejecutivo, posiblemente necesite un profesional de este tipo. Estos individuos son los “casamenteros” del mundo empresarial. Las compañías recurren a sus conocimientos especializados y alcance global y todo aquél que desee cubrir un puesto clave o ascender profesionalmente puede beneficiarse de sus redes de contactos. La obra de Nancy Garrison Jenn cumple con dos propósitos bien definidos. La primera parte, que abarca aproximadamente un cuarto del libro, trata acerca de las empresas de selección de personal. Jenn explica cómo trabajan y qué servicios prestan al empleador y al candidato. La segunda parte es una lista exhaustiva de los mejores *headhunters* del mundo, que incluye información de contacto, especialistas por sector e información sobre la especialidad de cada empresa. El enfoque que le da Jenn a este manual hace que sea muy práctico para todo aquél que necesite contratar servicios de búsqueda de ejecutivos. *getAbstract* recomienda este libro a compañías que estén buscando ejecutivos y a ejecutivos que estén buscando compañías



ID: 13

Título: Harvard Business Review. La iniciativa emprendedora.

Autor: Amar Bhide, William A. Sahlman, James McNeill Stancill, Zenas Block

ISBN-13: 978-8423422647

Editorial: Deusto

Descripción: Con la economía en pleno auge, las oportunidades nunca han sido mejores para los emprendedores. Esta obra de amplio alcance empieza por los elementos básicos para elaborar un plan de negocio y trata cuestiones interesantes para todo tipo de promotores de empresa, incluso temas complejos como la forma de desenvolverse en el mundo de los inversores de capital riesgo, y la conversión de innovaciones tecnológicas en realidades exitosas de mercado. Esta serie ha sido diseñada para ofrecer a los directivos y profesionales la información fundamental que necesitan para seguir siendo competitivos en un mundo que se mueve con gran rapidez. Incluye artículos escritos por los más destacados pensadores, cuyos trabajos han definido campos enteros de conocimiento, y por las estrellas más prometedoras, cuyas opiniones apuntan a un cambio de definición en la concepción que tenemos sobre los negocios.



ID: 14

Título: Systems Thinking in the Public Sector

Autor: John Seddon

ISBN: 9781861977342

Editorial: Triarchy Press

Descripción: The free market has become the accepted model for the public sector. Politicians on all sides compete to spread the gospel. And so, in the UK and elsewhere, there's been massive investment in public sector 'improvement', 'customer choice' has been increased and new targets have been set and refined. But our experience is that things haven't changed much. This is because governments have invested in the wrong things. Belief in targets, incentives and inspection; belief in economies of scale and shared back-office services; belief in 'deliverology... these are all wrong-headed ideas and yet they have underpinned this government's attempts to reform the public sector. John Seddon here dissects the changes that have been made in a range of services, including housing benefits, social care and policing. His descriptions beggar belief, though they would be funnier if it wasn't our money that was being wasted. In place of the current mess, he advocates a Systems Thinking approach where individuals come first, waste is reduced and responsibility replaces blame. It's an approach that is proven, successful and relatively cheap - and one that governments around the world, and their advisers, need to adopt urgently. "A refreshing deconstruction of the control freakery of the current performance regime. It could do for thinking on business improvement what An Inconvenient Truth has done for climate change." Andrew Grant, Chief Executive, Aylesbury Vale District Council
"This is the must-have book.



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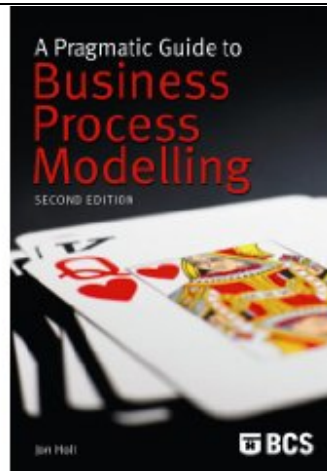
Título: Introducción a la metodología ITIL

Autor: Luis F. Martinez

ISBN: -

Editorial: Abast Group

Descripción: Tras el éxito de acogida del libro *Introducción a la metodología ITIL*, editado en 2002 y reimpresso en varias ocasiones, Abast Systems presenta ahora una nueva edición con información actualizada. Se trata de una documentación muy útil que resume de manera estructurada los contenidos tratados por ITIL y recoge información publicada por las diferentes organizaciones que mantienen y desarrollan esta metodología (www.itil.org, www.itsmf.com, www.ogc.gov.uk/itil).



ID: 16

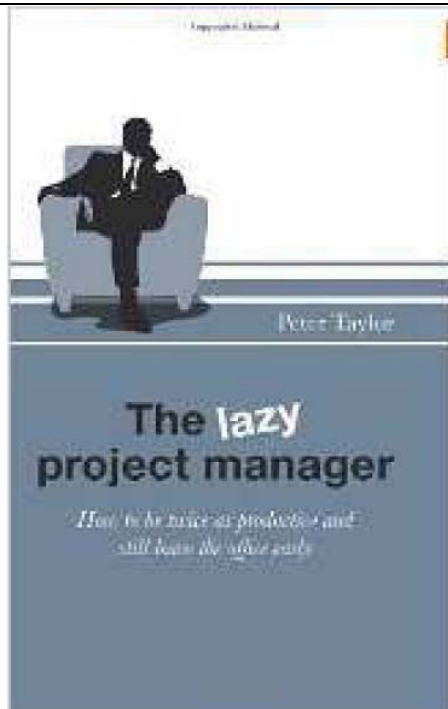
Título: A Pragmatic Guide to Business Process Modelling

Autor: Jon Holt

ISBN: 9781906124120

Editorial: BCS

Descripción: A Pragmatic Guide to Business Process Modelling' shows how effective and accurate modelling can deliver a more complete understanding of your business and its future requirements. Most organisations traditionally rely upon over-simplified activity diagrams that only map input and output, but by applying the visual modelling techniques described here, it is possible to measure and map your entire business, using the Unified Modelling Language (UML). Drawing upon his considerable experience in consulting, author Jon Holt covers all aspects of the BPM process, including analysis, specification, mapping, measurement and documentation



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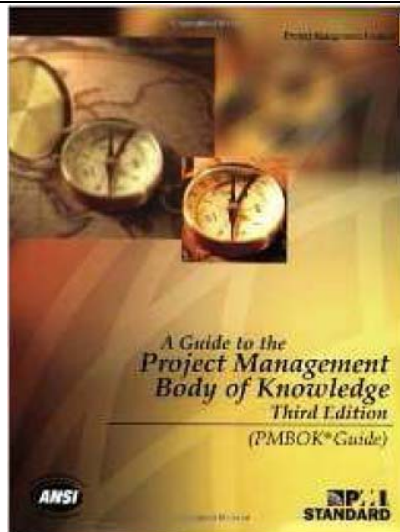
Título: The lazy project manager

Autor: Peter Taylor

ISBN: 9781906821135

Editorial: Infinite Ideas LTD

Descripción: Peter Taylor reveals how adopting a more focused approach to life, projects and work can make you twice as productive. The lazy project manager illustrates how anyone can apply the simple techniques of lazy project management in their own activities in order to work more effectively and consequently improve work-life balance. This 'productive laziness' approach builds on the Pareto principle that states that for many phenomena, 80 per cent of consequences stem from 20 per cent of the causes. To put it simply, only 20 per cent of the things people do during their working days really matter. Inside this insightful and informative book you'll discover: * The intelligence of laziness - why smart, lazy people have the edge over others; * Why the Jungle Book's 'Bare Necessities' should be the productive lazy theme tune; * How to get the maximum output for a minimised input; * Quick tips to productive lazy heaven. Everyone wants to achieve more without chaining themselves to their desk. By concentrating your project management and learning to exercise effort where it really matters, you can learn to work smarter. Welcome to the home of 'productive laziness'.



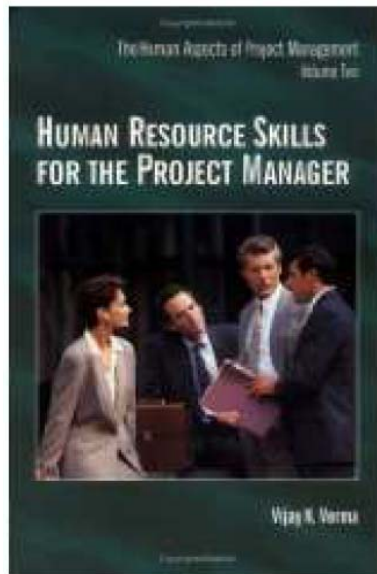
ID: 18

Título: PMBOK 3ª Edition

Autor: Project Management Institute

ISBN: 9781930699458

Editorial: The Project Management Institute



ID: 19

Título: Human Resource Skills for the project manager



Autor: Verma, Vijay K


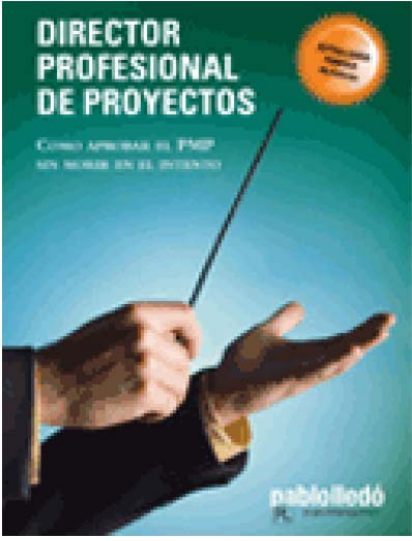
ISBN: 9781880410417

Editorial: The Project Management Institute

Descripción: People are the backbone and most valuable resource for successfully executing any project. To survive and grow in the 21st century, project management practitioners must learn and use appropriate interpersonal skills that inspire all those involved in a project.

This book offers practical guidelines that can be used to develop and implement the practices of communication, motivation, negotiation, conflict resolution, conflict and stress management and leadership. *Human Resource Skills for the Project Manager* is Volume Two of the *Human Aspects of Project Management Serie*

	
<p>ID: 20</p>	
<p>Título: El Director de Proyectos, a examen: Guía de estudio en español para la capacitación del director de proyectos</p>	
<p>Autores: Jose Barato, César Nistal, Luis Cabezas</p>	
<p>ISBN: 9788499690056</p>	
<p>Editorial: Díaz de Santos</p>	
<p>Descripción: Este libro puede usarse como material de referencia en los cursos de preparación para el examen PMP®. También podrá usarse de manera autodidacta. En el CD, profesores y alumnos encontrarán los mismos ejercicios para realizarlos por ordenador, así como 3 juegos de preguntas variadas para evaluar el nivel de preparación global. Cada capítulo se completa con un juego de preguntas parecidas a las del examen PMP®. En total son 600 preguntas. En la sección de respuestas, se explica porque la respuesta buena es correcta y las demás no. Capítulos: Introducción. Código ético y de conducta profesional. Estructura de Procesos PMBOK. Grupo de Procesos de inicio. Grupo de Procesos de Planificación. Grupo de Procesos de Ejecución. Grupo de Procesos de Seguimiento y Control. Grupo de Procesos de Cierre</p>	

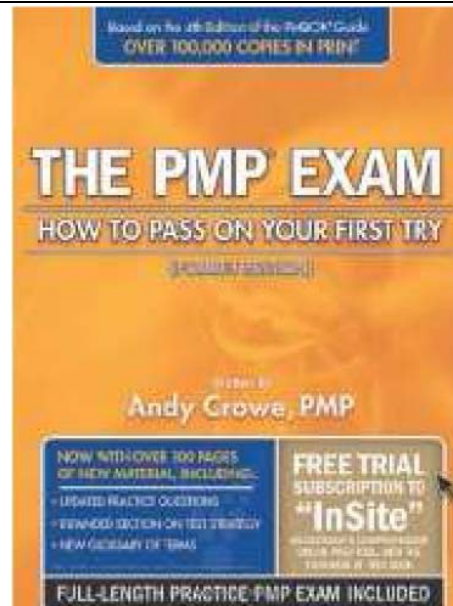
	
<p>ID: 21</p>	
<p>Título: Director Profesional de Proyectos: Cómo aprobar el PMP sin morir en el intento</p>	
<p>Autores: Pablo Lledó</p>	
<p>ISBN: 981426921414</p>	
<p>Editorial: Pablo Lledó Project Management</p>	
<p>Descripción: No cabe duda que el primer gran reto que enfrenta un administrador de proyectos es la obtención de la certificación Project Management Professional (PMP®) otorgada por el Project Management Institute (PMI®), la cual implica una serie de requisitos que se deben cumplir, entre ellos un examen de conocimientos teóricos y prácticos, el cual en muchos casos no es aprobado en el primer intento debido a su complejidad.</p> <p>Ciertamente es requisito indispensable que todos los aspirantes a convertirse en PMP® lean el Project Management Body of Knowledge (PMBOK® Guide) pues es la base de los fundamentos teóricos de la administración de proyectos, sin embargo, si se logra acumular mayores conocimientos a través de bibliografías adecuadas, el resultado de la prueba de seguro será favorable en el primer intento.</p> <p>Es por ello que el PMP® de origen argentino Pablo Lledó pone disposición de los lectores hispanoparlantes el libro titulado “Dirección Profesional de Proyectos”, en el que plantea cómo aprobar el examen para la certificación PMP® sin morir en el intento.</p> <p>Para lograr esto el autor dedica su libro a explicar de forma sencilla pero integral las áreas de conocimiento de la administración de proyectos, para posteriormente hablar acerca de la ética que debe tener todo project manager y continuar hablando acerca del examen, ofreciendo recomendaciones para afrontarlo y finalmente llevarlo a la práctica con el objetivo de probar todo lo aprendido a lo largo de esta bibliografía.</p>	

A juicio de Pablo Lledó las ventajas que obtendrán las personas al estudiar este libro son:

Tener una guía para rendir el PMP®
Aprender qué es lo que no sabes
Obtener información y tips del examen
Quedar a poca distancia de aprobar el examen PMP®
Ser mejores Directores de Proyectos

Básicamente este libro está dirigido a todos aquellos que van a presentar su examen de certificación por primera vez, pero también es recomendable para las personas que lamentablemente tuvieron intentos fallidos y para aquellos PMP®s que desean profundizar sus conocimientos en administración de proyectos mediante una bibliografía bien cuidada.

Ahora los hispanoparlantes vinculados o que deseen vincularse a la administración de proyectos mediante la obtención de la certificación PMP® tendrán entre sus manos un libro innovador de mucho valor, en el cual el autor logró combinar contenidos didácticos con su experiencia, dando como resultado una óptima bibliografía en administración de proyectos.



ID: 22

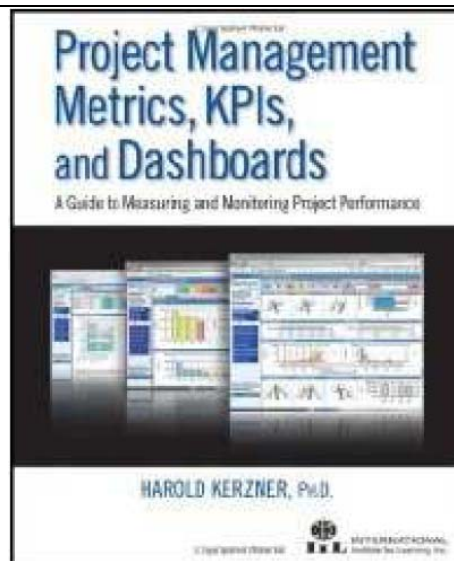
Título: PMP Exam: How to Pass on Your First Try

Autores: Andy Crowe

ISBN: 9780972967341

Editorial: Velociteach

Descripción: A study guide for the Project Management Professional (PMP) certification exam, this book provides all the information project managers need to thoroughly prepare for the test. Review materials cover all the processes, inputs, tools, and outputs that will be tested, and extra help is offered with insider secrets, test tricks and tips, hundreds of sample questions, and exercises designed to strengthen mastery of key concepts and help candidates pass the exam on the first attempt.



ID: 23

Título: Project Management Metrics, KPIs, and Dashboards: A Guide to Measuring and Monitoring Project Performance

Autores: Harold Kerzner

ISBN: 9781118026526

Editorial: IIL

Descripción: Essential strategies from Harold Kerzner on measuring project management performance

The maze-like path of today's projects reflects a business environment that's growing in complexity. Factors influencing projects, such as new advancements in computer technology, an unpredictable economy, and the increase in stakeholder involvement make metrics and key performance indicators (KPI) for project management an important focus. Such measures are commonly used to help an organization define and evaluate how successful it is, typically, in terms of making progress towards its long-term organizational goals.

Project Management Metrics, KPIs, and Dashboards helps functional managers gain a thorough understanding of what metrics are and how they can be best implemented to gain traction in a fast-paced and diverse working atmosphere. With content aligned with PMI's PMBOK® Guide, this book offers extensive coverage on KPIs and how they may be monitored, using techniques such as business dashboards to assist in prescribing meaningful business strategies. After reading this book, functional managers will bolster their awareness of what good metrics management really entails—and be armed with the knowledge to measure performance more effectively.

This book begins with basic KPI principles, helping functional managers deal with such key issues as:

- Successfully integrating KPIs and metrics into managing a project within a business strategy

- Important business dashboard techniques used in monitoring performance

- What is really important to different stakeholders in a project

- Managing resistance to change



ID: 24

Título: Head First PMP book

Autores: Jennifer Greene, Andrew Stellman

ISBN: 9780596102340

Editorial: O'Reilly Media

Descripción: A PMP certification is more than just passing a test. It means that you have the knowledge to solve most common project problems, and proves that you know your stuff. Once you're certified, your projects are more likely to succeed because you have the skills and knowledge to make them successful. Not only that, it can mean a better job, more money, and greater respect from your peers.

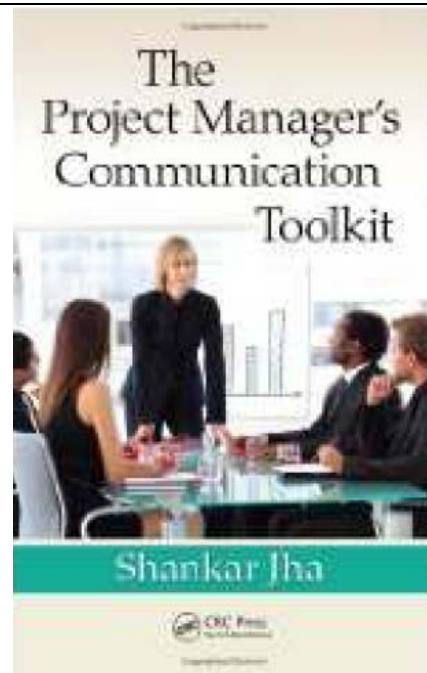
But studying for a difficult four-hour exam on project management isn't easy, even for experienced project managers. You want to remember everything that you're learning about project management, but your brain is working against you! Your brain craves novelty, and most PMP certification prep books are anything but novel. When you keep putting down a boring book instead of studying, it's because your brain doesn't think the information in it is worth learning. Your brain has more important stuff to think about, like how to keep you alive and out of danger-and it doesn't think that failing the PMP exam qualifies as life-threatening!

So how do you trick your brain into thinking that your life does depend on learning everything you need to know to pass the PMP Exam? *Head First PMP* is the answer! Using the latest research in neurobiology, cognitive science and learning theory, *Head First PMP* has a visually rich format designed for the way your brain works-a multi-sensory experience that helps the material stick, not a text-heavy approach that puts you to sleep.

Head First PMP offers 100% coverage of The PMBOK® Guide principles and certification objectives in a way that's engaging, not tedious. This book helps you prepare for the PMP certification exam with a unique method that goes beyond answers to specific questions and makes you think about the big picture of project management. By putting project

management concepts into context, you will be able to understand, remember, and apply them-not just on the exam, but also on the job.

With *Head First PMP*, you get the best of both worlds: a thorough and effective preparation guide for the PMP certification exam with hundreds of practice questions and exam strategies, along with puzzles, games, problems, exercises and the unique Head First approach that makes learning easy and entertaining. When you're done with *Head First PMP*, you'll know your stuff, you'll pass the exam, and you'll be able to bring everything you've learned to your job.



ID: 25

Título: The Project Manager's Communication Toolkit

Autores: Jha Shanker

ISBN: 9781439809952

Editorial: Taylor and Francis

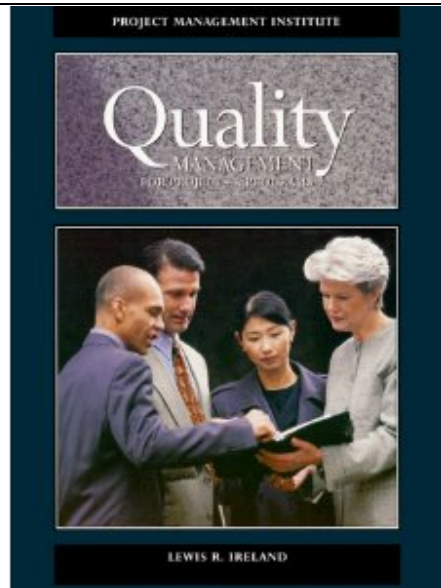
Descripción: Addressing the unique difficulties involved in day-to-day project management communication, **The Project Manager's Communication Toolkit** provides proven methods for creating clear and effective communications—including text-based plans, reports, messages, and presentations. It examines the many tools available and goes beyond traditional coverage to define their proper use and application.

Using language that's easy to understand, the author explains how to determine the appropriate tools for specific communication needs. This time-saving resource provides the understanding to harness the power of everyday communication, such as email and PowerPoint® to:

- Gain control over project parameters
- Overcome conflict
- Create effective project plans, charters, and statements of work

Considering that most projects fail due to lapses in communication, it is essential for project managers to understand how to communicate their plans and ideas clearly and

effectively. Complete with numerous examples and case studies, this book provides the understanding required to select the right tools, as well as the insight to use those tools effectively in a wide range of real-world situations.



ID: 26

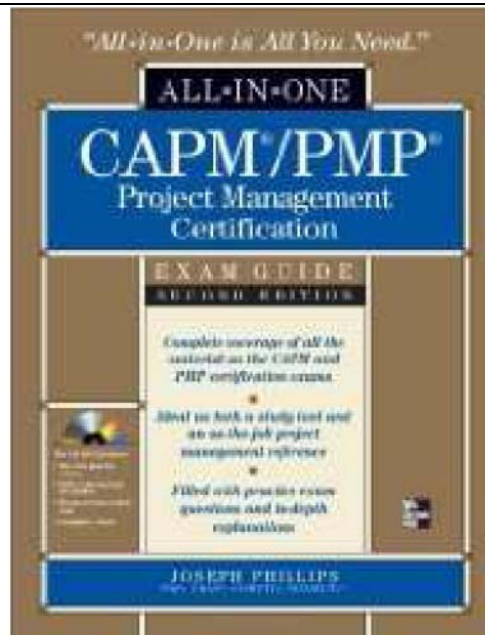
Título: Quality Management for Projects and Programs

Autor: Ireland, Lewis R

ISBN: 9781880410110

Editorial: Project Management Institute

Descripción: With a focus on doing the right thing right the first time, Ireland has constructed a solid presentation on how to invest in quality throughout all the project management processes. Understanding customers' requirements and the essential nature of planning to meet quality expectations is explored thoroughly, along with a solid discussion of the choices of resources. Other topics include human factors and the effects of internal and external demands, as well as the tools, management techniques, methodologies, and costs associated with infusing quality into project management. The book is essential reading to learn more about one of the knowledge areas of the Project Management Body of Knowledge (PMBOK®).



ID: 27

Título: CAPM/PMP Project Management Certification All-in-one Exam Guide

Autor: Joseph Phillips

ISBN: 9780071487481

Editorial: Osborne/McGraw-Hill

Descripción: Get complete coverage of all the Certified Associate in Project Management (CAPM) and the Project Management Professional (PMP) exam topics from this comprehensive volume. Covering the Project Management Body of Knowledge (PMBOK), *CAPM/PMP Project Management Certification All-in-One Exam Guide* features learning objectives at the beginning of each chapter, expert exam tips, practice questions, and in-depth explanations. Detailed and authoritative, this book serves as both a complete certification study guide and an essential on-the-job reference.

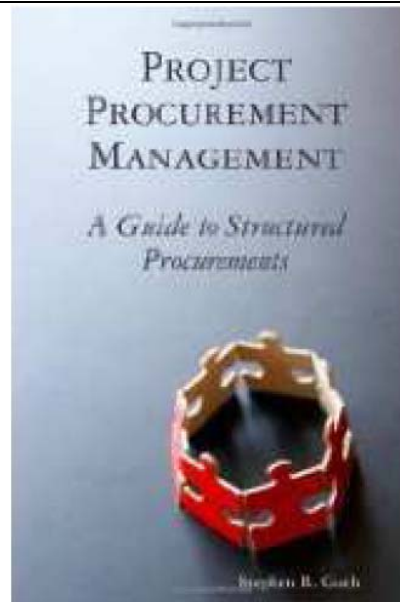
Get full details on all exam topics including how to:

- Implement Project Integration Management
- Plan and control project scope
- Define, sequence, and manage project activities
- Estimate and administer the project budget
- Perform quality control

- Acquire and manage the project team
- Communicate project performance with stakeholders
- Monitor and control project risks
- Plan for procurement
- Adhere to the PMP code of professional conduct

The CD-ROM features

- Two full practice exams
- Video training
- Complete electronic book



ID: 28

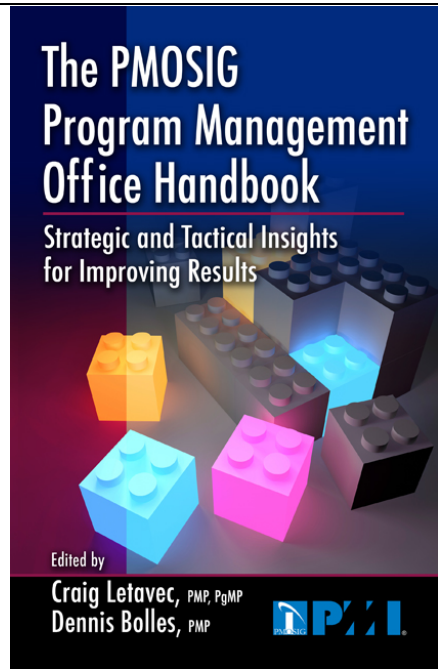
Título: Project Procurement Management: A Guide to Structured Procurements

Autor: Stephen R. Guth

ISBN: 9780557209033

Editorial: lulu.com

Descripción: Project Procurement Management: A Guide to Structured Procurements focuses, through a practitioner's eyes, on the Project Management Institute's Project Procurement Management knowledge area. The Fourth Edition (2008) of "A Guide to the Project Management Body of Knowledge" is used as a basis to describe elements of structured procurements, including procurement planning, competitive bidding, negotiations, legal considerations of procurement, contract management and administration, dispute resolution, and procurement ethics. The book explains and elaborates on Project Procurement Management, bridging the gap between project managers and procurement professionals and guiding the reader on the "how to" of implementing a structured procurement methodology. Whether you are a project manager seeking to understand procurement or a procurement professional who is considering Project Procurement Management as a basis for building a structured procurement methodology, this book has something for you.



ID: 29

Título: The PMOSIG´s Program Management Office Handook

Autor: Craig J. Levatec, Dennis Bolles

ISBN: 9781604270440

Editorial: Project Management Institute

Descripción: This handbook, developed by the Project Management Institute (PMI) Program Management Office Specific Interest Group, provides practical guidance on a variety of PMO topics in the areas of strategic and tactical management, governance and services, setup and execution, performance, and maturity. It features insightful contributions by more than twenty distinguished authors, thought leaders, subject matter experts, and practitioners from around the world. It is a desk reference that you do not want to be without.

Key Features:

- Provides practical strategies, methods, insights, case studies, and thought leadership to serve the needs of public and private sector organizations of any size
- Presents best practices for successfully aligning PMOs to business strategies and objectives and for delivering planned benefits
- Supplies project, program, and portfolio practitioners with numerous proven tools, techniques, and processes for successfully developing, managing, and sustaining a PMO and expanding its scope of services
- WAV offers a collection of easy-to-adapt templates for PMO leaders, including resources

to support, establish, and enhance the PMO, available from the Web Added Value
Download Resource Center at jrosspub.com



ID: 30

Título: Mirando alrededor. El día a día en los proyectos de software.

Autor: Juan Palacio Bañeres

ISBN: 9781847531339

Editorial: Lulu.com

Descripción: Mirando alrededor habla de desarrollo y gestión de proyectos de software: productividad, formación, gestión de personas... de CMMI, PMI, agilidad, Scrum, comportamiento organizacional... A través de una selección de artículos publicados en 2005 y 2006 en Navegópolis ofrece una visión práctica y comprometida, imprescindible para gestores y profesionales.



ID: 31

Título: QFD. Despliegue de la función de calidad.

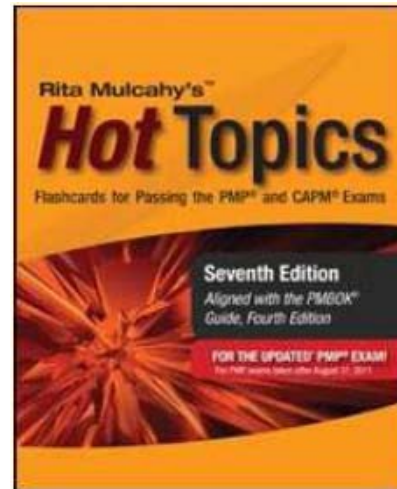
Autor: A. Zaïdi

ISBN: 9788479780609

Editorial: Díaz de Santos

Descripción: El objetivo principal de la empresa hoy en día es la satisfacción del cliente, condición necesaria para su supervivencia, permanencia y rentabilidad. Para alcanzar este objetivo, la empresa dispone del QFD. Los principios y aplicación de éste están descritos en esta obra, la primera escrita en francés y totalmente consagrada al Quality Function Deployment (Despliegue de la función de calidad).

Índice: La verdadera respuesta. Características y exigencias del nuevo entorno. Características del nuevo cliente. Las apuestas del nuevo entorno. Gestión de la calidad. La función de calidad. Las dificultades inherentes al proceso de desarrollo de los productos. El procedimiento del ciclo de vida de los productos (PCVP). Las limitaciones del procedimiento del ciclo de vida de los productos. Definición de la calidad según la norma japonesa. Significado de las siglas QFD . Punto de partida y finalidad del QFD. Desarrollo de la metodología del QFD, etc.



ID: 32

Título: Rita Mulcahy's Hot Topics Seventh Edition

Autor: Rita Mulcahy

ISBN: 9781932735420

Editorial: RMC

Descripción: If you are looking for a way to prepare for the PMP exam that fits into your busy schedule, these flashcards are it. Now you can study at the office or on a plane with RMC's portable and extremely valuable Hot Topics PMP® Exam Flashcards.

Over 300 of the most important and difficult to recall PMP® exam-related terms and concepts are now available for study as you fly or take your lunch break.