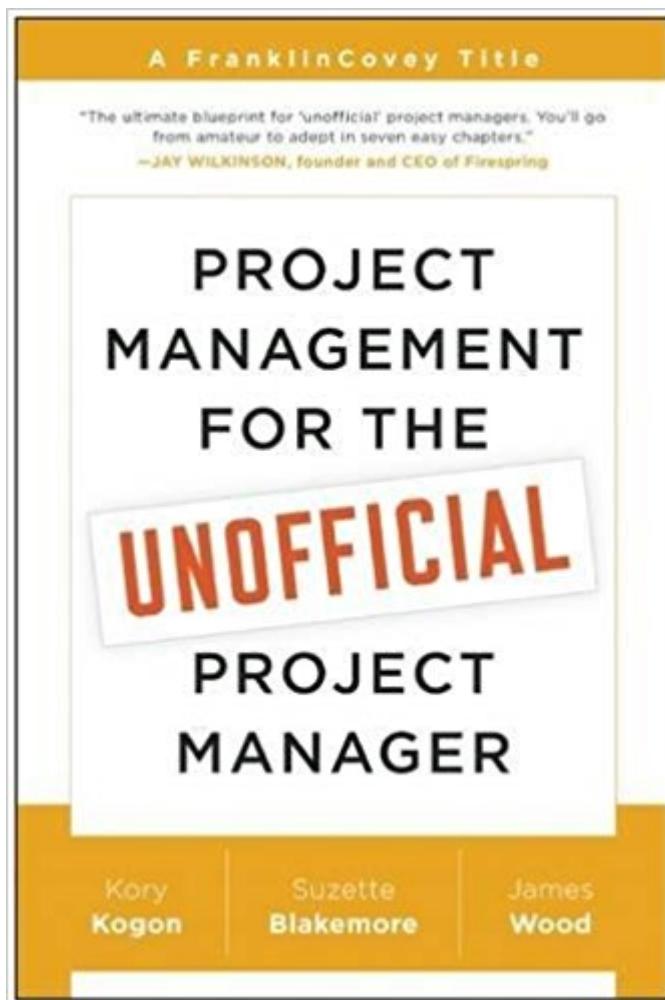


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# Project Management For The Unofficial Project Manager: A FranklinCovey Title



## Synopsis

No project management training? No problem! In today's workplace, employees are routinely expected to coordinate and manage projects. Yet, chances are, you aren't formally trained in managing projects; you're an unofficial project manager. FranklinCovey experts Kory Kogon, Suzette Blakemore, and James Wood understand the importance of leadership in project completion and explain that people are crucial in the formula for success. *Project Management for the Unofficial Project Manager* offers practical, real-world insights for effective project management and guides you through the essentials of the people and project management process: Initiate, Plan, Execute, Monitor/Control, Close. Unofficial project managers in any arena will benefit from the accessible, engaging real-life anecdotes, memorable Project Management Proverbs, and quick reviews at the end of each chapter. If you're struggling to keep your projects organized, this book is for you. If you manage projects without the benefit of a team, this book is also for you. Change the way you think about project management; "project manager" may not be your official title or necessarily your dream job, but with the right strategies, you can excel.

## Book Information

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## Customer Reviews

"In this book, Kory, Suzette, and James have created the ultimate blueprint for the unofficial project managers. You'll go from amateur to adept in seven easy chapters." —Jay Wilkinson, founder and CEO of Firespring

"Project Management for the Unofficial Project Manager gets to the HEART of a challenge so many now face in the workplace: the need to ORGANIZE Projects,

on the fly, without training, to lead their companies to a new future. This is a GREAT book . . . youâ™ll take control fast with the knowledge in these pages.";Julie Morgenstern, New York Times bestselling author of *Time Management From The Inside Out*"The new benchmark for real and truly effective project management. This is a must-read;;Gerry Aquino, *Organizational Development and Learning, ssur Americas, Inc.*"Project Management for the Unofficial Project Manager is the best business improvement book that I have ever read. This book will become the guide for all of our future projects. . . . Any person who follows the advice in this book will find a tremendous, positive impact on their career.";Tim Rancourt, President of *Engineering and Manufacturing at Northern Tool + Equipment*"Finally! A project management book that acknowledges and supports the 'people' part of projects. . . . Practicing the Four Foundational Behaviors will help every ;unofficial™ project manager engage their team.";Deanna Carrera, Director of Leadership and Learning at *First Things First*"In this age of lean corporate headcount, everyone, no matter what their title, is required to fill the role of project manager. And the new book, *Project Management for the Unofficial Project Manager*, covers the core areas that any project professional needs to be successful.";Robert Fitt, Sr. Director of Human Resources , *Broadcom Corporation*"If you are involved with executing projects of any size, you owe it to yourself, and your team to read this book.";Kenneth Johnson, Director of Training and Development, *State of Colorado*"Sometimes we think of projects as large capital expenditures, but often all of our work is an ;unofficial™ project, and too often, we find ourselves ill equipped to manage the process to a successful outcome. *Project Management for the Unofficial Project Manager* ties together a process that everyone can use for project work, as it is for all levels of an organization.";Bonnie Stone, Centralized Learning and Development Manager at *Central Arizona Project*

Kory Kogon is the Global Practice Leader for Productivity, focusing her research and content development around time and project management, and communication skills. Before joining FranklinCovey, Kory spent more than six years as the Executive Vice President of Worldwide Operations for AlphaGraphics, Inc. She was responsible for the teams helping franchisees start up their business, develop staff, and reach profitability in a highly competitive, commodity-driven industry. She also led the implementation of ISO 9000, supervised the move of the corporate headquarters from Tucson to Salt Lake City, and managed the installation of the first company-wide global learning system. In 2005, Utah Magazine honored Kory as one of the "Top 30 Business Women to Watch" in Utah. James Wood holds a Doctorate of business Administration and is

certified as a Project Management Professional (PMP) through the Project Management Institute. He is a leadership consultant and coach based in both Denver, Colorado, and Honolulu, Hawaii. He has more than 25 years of diverse leadership experience with project management, software development, engineering, operations, and training organizations. He is deeply passionate about utilizing brain-based, results-focused techniques to consult with and coach individuals and organizations to realize greatness. To that end, he is ardently driven toward teaching, inspiring, and guiding others in discovering methods that lead to fulfilling and enriched personal and professional lives. Suzette Blakemore joined FranklinCovey in 2012 as a Regional Productivity Practice leader where she brings concrete understanding and the productivity challenges facing workforces today. Prior to joining Franklin Covey, Suzette spent over 20 years in the corporate world, moving from a top producing sales person to Executive team member. Suzette has led both Learning Development and Business Development divisions working with thousands of businesses from Fortune 500 companies and small business in the U.S., Mexico, Saudi Arabia, Australia, Brazil, Russia, Japan and the UK. She has led many projects having created over 40 training and development offerings focused on creating successful Sales, Team, Marketing, Operations and Profit strategies while at the same time helping organizations achieve double digit revenue growth despite the economic down-turn. Suzette is a Certified Franchise Executive and holds additional certifications from the Direct Marketing Association, and ASTD. She currently serves as a board member for the EcSell Institute.

I have managed projects large and small over the years, both formally as a PM as well as informally. It's usually not easy, and certainly takes more discipline than most people would think. In order to be successful, I have had to develop my own tips and tricks - or what my peers call "best practices" - which have served me well. Stumbling through some incredibly complex projects created the need for me to develop my skills and it was painful. As a matter of self-preservation, I became an expert on the PMBOK, which helped immensely. I wish I could have had Project Management for the Unofficial Project Manager years ago. It would have simplified a number of things for me. The basics are all there and simply described. There are well-placed references to PMBOK and other traditional project management staples, which are helpful but not obtrusively academic. This is a practical guide, and would serve all beginning to post intermediate project managers well. It's a well-done book, and if you have interest or need in learning this topic, you should carefully consider buying.

I like this a lot. In a very concise fashion the authors detail a sound approach for the Unofficial Project Manager. I wish that I had this 25 years ago!

Well written, easy read. Good introduction to PM that allows to later follow with more in depth literature on the subject.

Finally a project management book that actually makes sense and is practicable.

Great book! Answer the questions at the end and reread the material. It makes more sense the second time around because you have objectives and learn from answering. It's like a scavenger hunt, which makes the book fun... don't judge me.

best project management book ever!

Nicely written with real world examples. Very informative and useful.

Great book! Just what I was looking for.

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