



# Project Management Communications Bible

*By William Dow, Bruce Taylor*

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**Project Management Communications Bible** By William Dow, Bruce Taylor

**The authoritative reference on one of the most important aspects of managing projects--project communications**

With shorter production cycles and the demand for projects being faster, cheaper, and better, the need for project communications tools has increased. Written with the project manager, stakeholder, and project team in mind, this resource provides the best practices, tips, tricks, and tools for successful project communications and planning. The featured charts, graphs, and tables are all ready for immediate use.

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### Editorial Review

From the Back Cover

#### **Develop top-notch communications skills for project management success**

Communication is a critical, but often overlooked, component of successful project management. This comprehensive Bible is your one-stop guide to becoming a better communicator. Using the Project Management Institute's Project Management Body of Knowledge (PMBOK) as a framework, this essential guide provides all the tools, techniques, and best practices you need to successfully execute projects, keep your team and customers fully apprised, and deliver crucial information in a timely manner.

- Become a more effective communicator on your projects
- Discover methods and techniques to enhance your project communications
- Communicate crucial project data, such as risks, issues, and budget information
- Decide and document where, how, and to whom to communicate information
- Discover the Project Calendar, Risk Simulation, Stop Light Report, and other tools
- Determine the right communications tools for each stage of a project
- Review the Project Management Institute's (PMI) nine knowledge areas and five processes

#### **What's on the CD-ROM?**

Access this useful CD and communicate more effectively on your projects. The CD provides templates for the tools explained in the book, including reports and charts you can put to use immediately. It also includes:

- **Project Management Communication Tools List**

This handy reference includes mapping between each tool and the corresponding project lifecycle or PMI Knowledge areas.

- **Entire book in searchable PDF**

See the CD appendix for details and complete system requirements.

#### About the Author

**Bill Dow, PMP**, is a published author, PMP Certified Project Management Professional, with more than 18 years in Information Technology, specializing in software development and project management. Bill has a strong passion for project management, project management offices, and software development lifecycle methodologies. Bill has a strong methodology background and has been very successful in every company he has worked for in ensuring the projects methodologies matches the project while still guaranteeing the highest of quality for the customer. Bill has worked all across North America, starting his career in the late 1980s as a computer-programming analyst, worked in the consulting field for many years, led a large project management office at AT&T Wireless/Cingular and is now working in IT at the Microsoft Corporation in Redmond, Washington. Bill has also taught IT courses in several Canadian colleges.

**Bruce Taylor** is an expert in the field of project management. He regularly provides professional assistance to top management and has accumulated impressive experience in developing project scheduling and cost control systems continuously since the mid 1960s. He has worked worldwide on some of the largest projects, including some huge offshore platforms in the North Sea and the Northwest shelf of Australia. Mr. Taylor is a pioneer in project management software tools. He and a partner founded a small project management

consulting and software development company, which quickly grew internationally. Using his experience, the company developed, and marketed an automated project scheduling, and cost control system. Included in this development was the first automated network logic diagram chart using the critical path method of scheduling. He built a client base of over 150 major companies worldwide. This included branch offices in France and Australia.

Over the past 40+ years, he has conducted many project management classes and seminars throughout the United States, Canada, Europe, Japan, Australia, South America, and the Near and Far East.

## **Users Review**

### **From reader reviews:**

#### **Paul Hinojosa:**

Here thing why this particular Project Management Communications Bible are different and trustworthy to be yours. First of all examining a book is good however it depends in the content from it which is the content is as delicious as food or not. Project Management Communications Bible giving you information deeper and different ways, you can find any guide out there but there is no guide that similar with Project Management Communications Bible. It gives you thrill reading through journey, its open up your own personal eyes about the thing in which happened in the world which is perhaps can be happened around you. It is possible to bring everywhere like in park, café, or even in your means home by train. Should you be having difficulties in bringing the printed book maybe the form of Project Management Communications Bible in e-book can be your option.

#### **Joey Leigh:**

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#### **Elizabeth Blake:**

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