

***Audiobook Companion PDF***

# **PROJECT MANAGEMENT**

## *QuickStart Guide*

**The Simplified Beginner's  
Guide to Project Management**





# **THE SMALL BUSINESS & ENTREPRENEUR GROWTH COMMUNITY**

- » EXCLUSIVE CONTENT
- » LIVE Q&A SESSIONS
- » FREE GIVEAWAYS
- » PRIZES
- » COMMUNITY DISCUSSION
- » EXPERT SUPPORT

**JOIN THE FB GROUP →**

# **EXPLORE**

**THE TOOLS**

**THAT POWER**

**OUR SMALL  
BUSINESS**

**CLICK TO EXPLORE →**

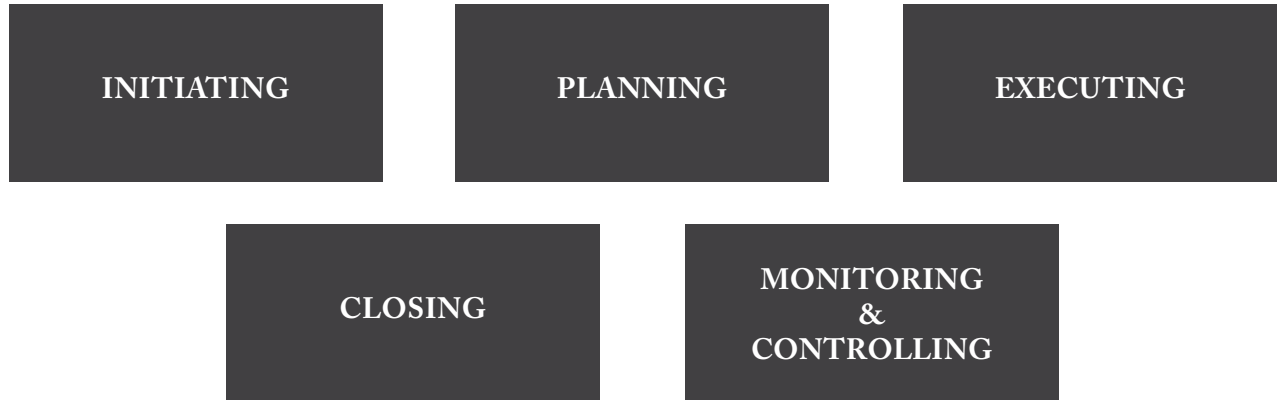
# contents

<b>  1   The Traditional Approach</b> .....	4
Figure 1 .....	4
Figure 2 .....	4
Figure 3 .....	5
Figure 4 .....	5
Figure 5 .....	6
<b>  2   The Critical Chain Approach</b> .....	6
Figure 6 .....	6
Figure 7 .....	7
<b>  3   Benefits Realization Management</b> .....	7
Figure 8 .....	7
<b>  4   Earned Value Management</b> .....	8
Figure 9 .....	8
Figure 10 .....	8
<b>  5   Agile Project Management</b> .....	9
Figure 11 .....	9
Figure 12 .....	9
Figure 13 .....	10
Figure 14 .....	10

# 111

## The Traditional Approach

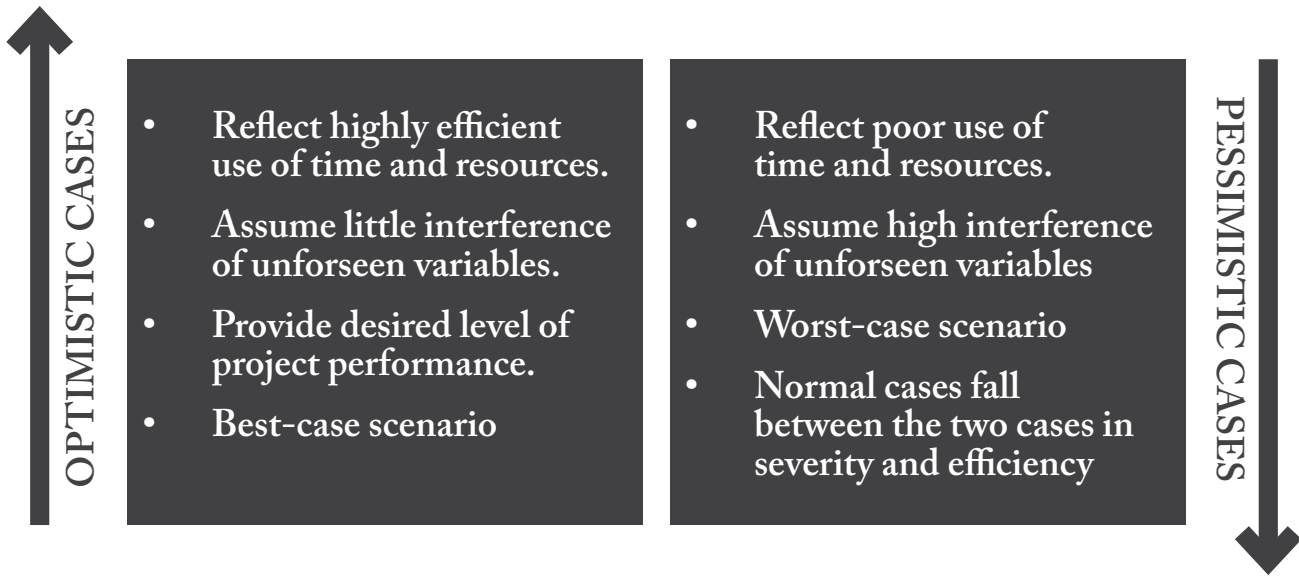
fg. 1



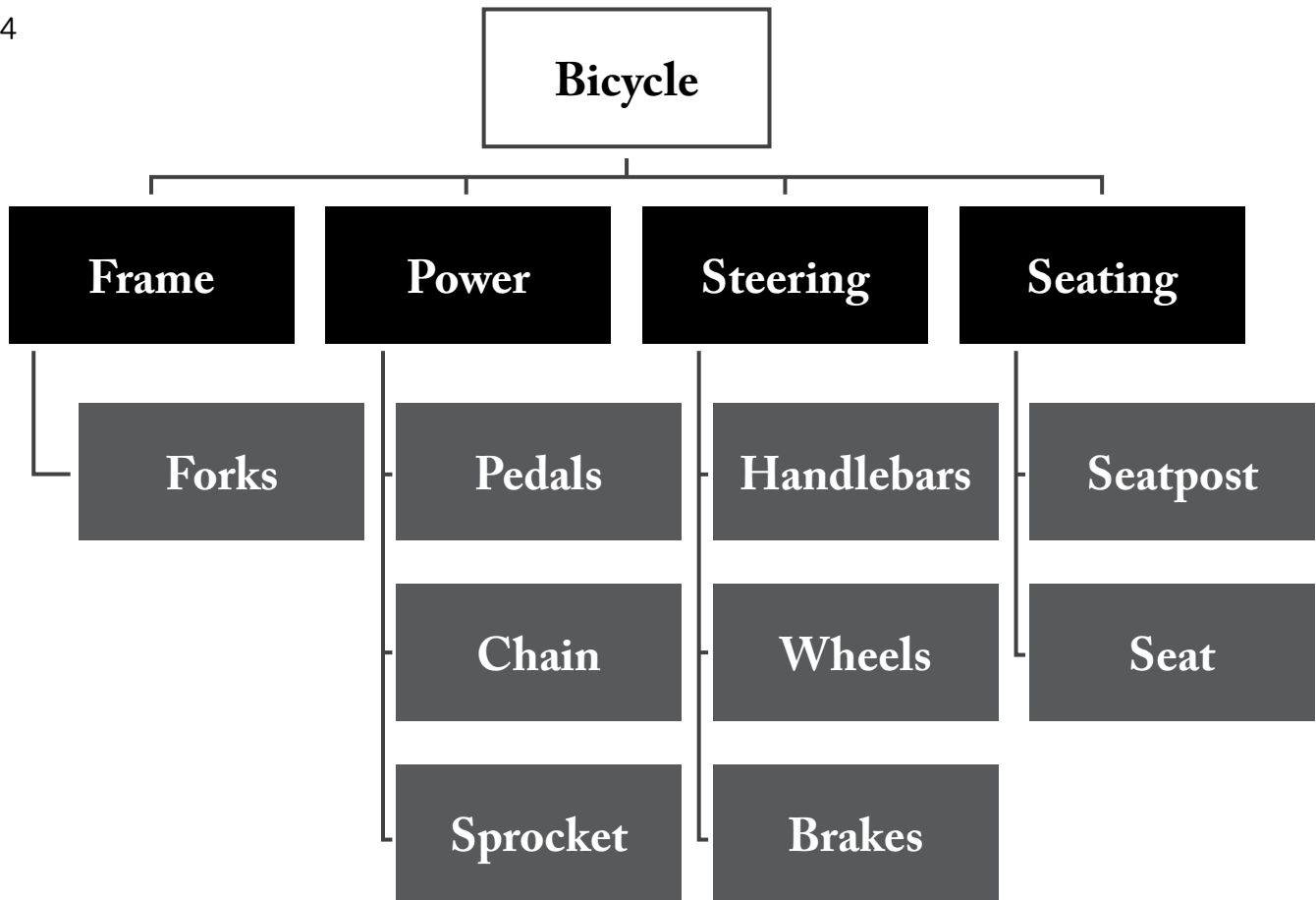
fg. 2

<b>S</b>	<b>SPECIFIC – Well-defined</b>
<b>M</b>	<b>MEASURABLE – Tracked Progress</b>
<b>A</b>	<b>ACHIEVABLE – Can be Completed</b>
<b>R</b>	<b>REALISTIC – Reflect Resources</b>
<b>T</b>	<b>TIME-BOUND – Meet Deadlines</b>

fg. 3

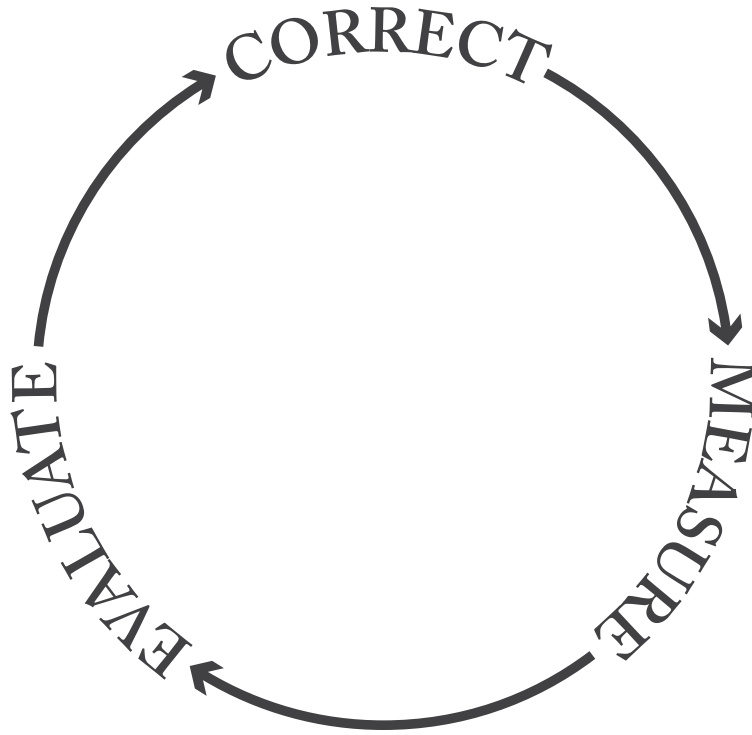


fg. 4



NOTE: A work breakdown structure for the production of a bicycle. Note that each level 2 (black) component is comprised of one or more level 3 (gray) components. For small projects with limited scope a simple list of tasks can often suffice in place of a detailed WBS.

fg. 5



---

## 1 2 1

### The Critical Chain Approach

fg. 6

<b>1</b>	Identify the constraint(s) associated with the system.
<b>2</b>	Determine how to eliminate the identified constraint(s)
<b>3</b>	Subordinate all other decisions to the above decision(s)
<b>4</b>	Elevate (expand) the system's constraints.
<b>5</b>	There is always at least one constraint impeding a system. Go back to step 1

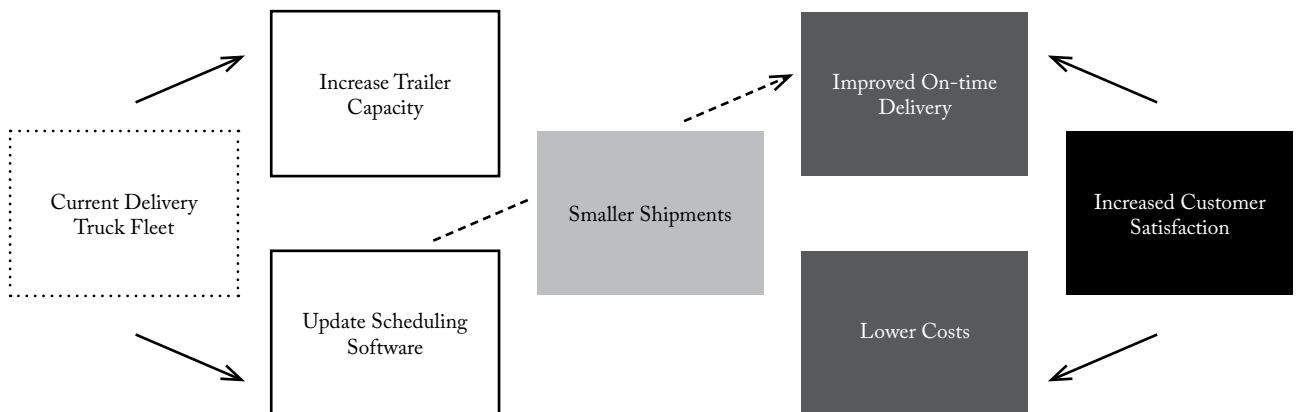
fg. 7



# | 3 |

## The Benefits Realization Management

fg. 8

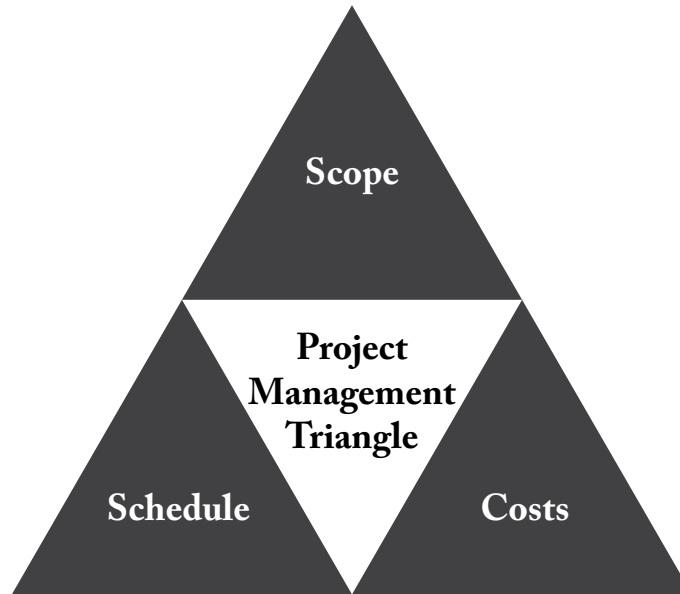


NOTE: A sample outcome map. The dotted outline level represents enablers, or existing states. The white level consists of enabling changes or changes that can bring about benefits. The light gray level shows the business changes that would be brought about through implementation of the enabling changes. The dark gray level represents benefits from the process, and the black level is the overall objective.

# 141

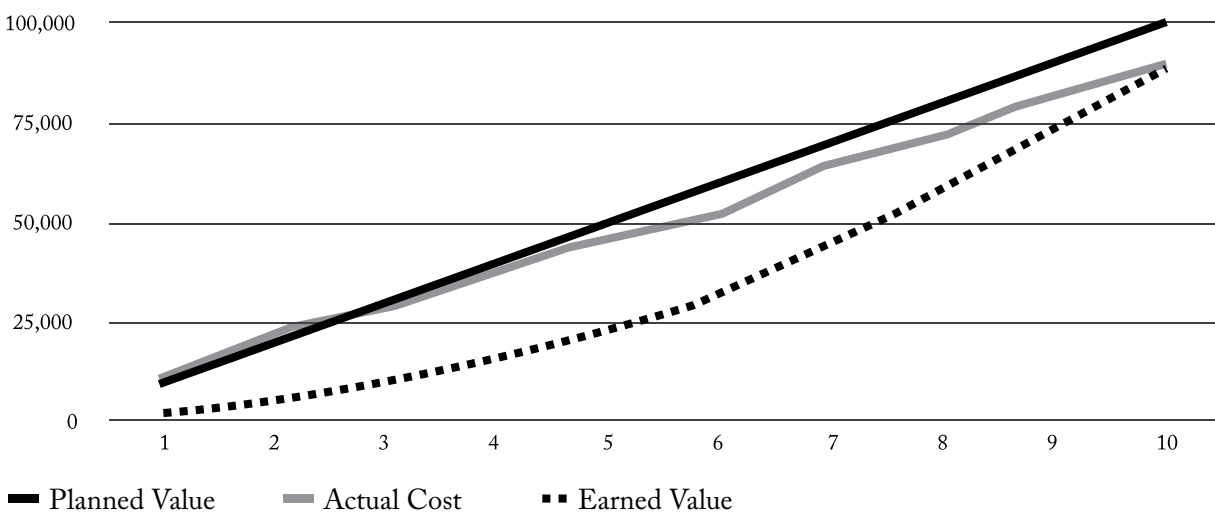
## Earned Value Management

fg. 9



fg. 10

### Standard EVM Tracking Chart



NOTE: A sample of a typical EVM Tracking Chart that plots PV, AC, and EV on the same set of axes. The x-axis represents time measured in weeks; the y-axis is measured in dollars.



# 151

## Agile Project Management

fg. 11

Individuals & Interactions	<i>over</i>	Processes & Tools
Working Software	<i>over</i>	Comprehensive Documentation
Customer Collaboration	<i>over</i>	Contract Negotiation
Responding to Change	<i>over</i>	Following a Plan

fg. 12

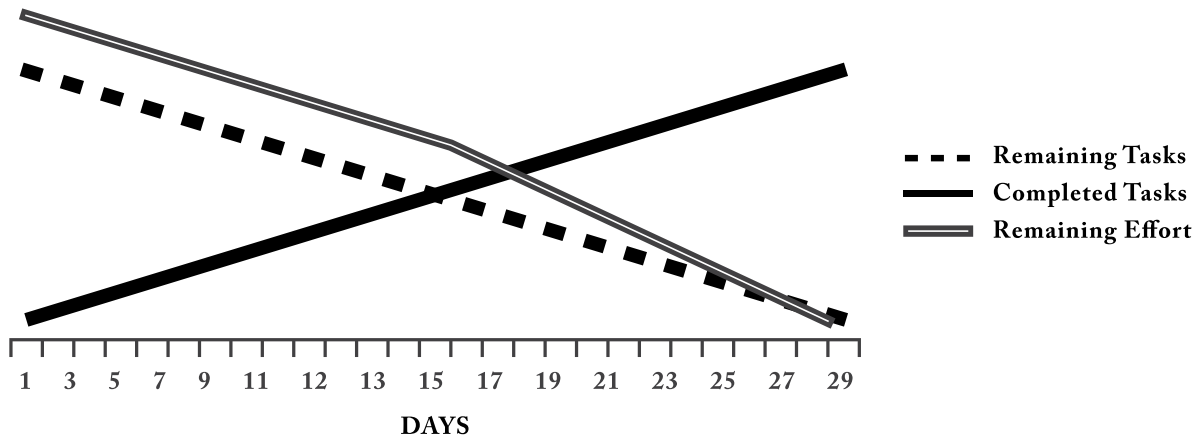
### SAMPLE TASK BOARD

STORY	NOT STARTED	STARTED	IN PROGRESS	DONE
USER STORY 1	H	F	B	A
	I	G	D	C
USER STORY 2	J		E	
	K			

NOTE: A sample task board. Task boards are effective progress tracking tools and should be posted in a traffic area where team members can review project progress frequently.

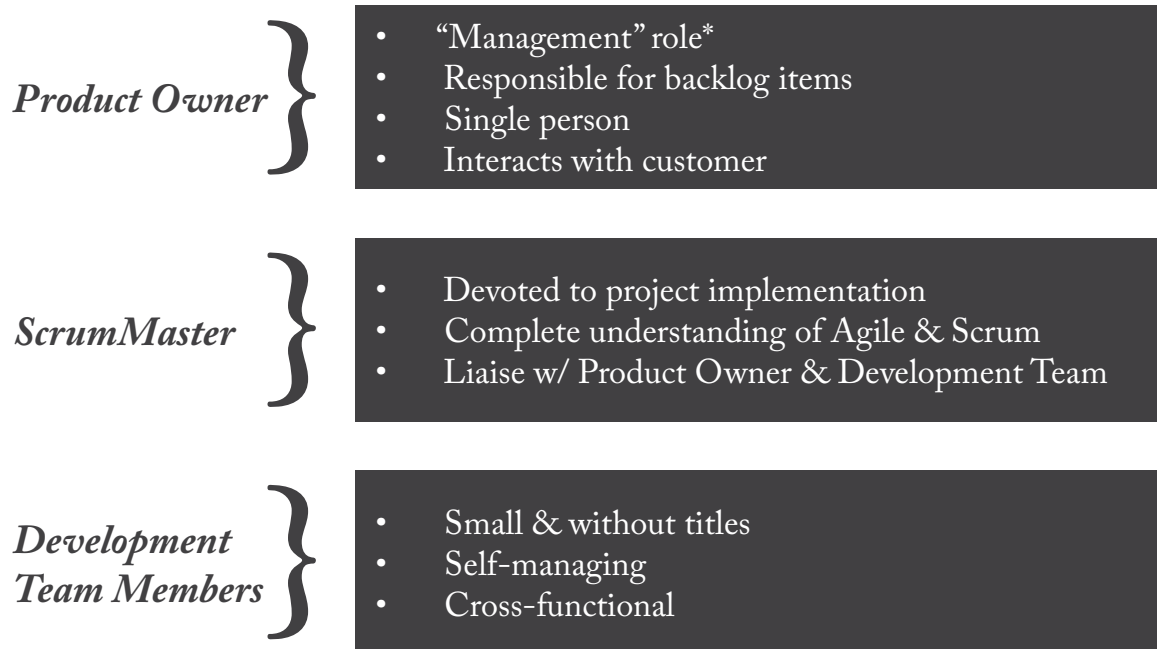
fg. 13

### SAMPLE BURNDOWN CHART



NOTE: A sample burndown chart. Remaining effort is plotted along with remaining tasks and completed tasks to track project progress.

fg. 14



\*While the Product Owner defies the normal definition of a manager, it is the position closest in responsibility to that of a conventional manager.



# LEAVE A REVIEW

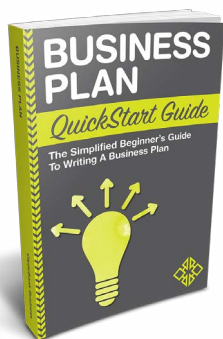
Dear Listener, thank you for choosing ClydeBank Media as your source for information.

We hope you enjoyed the audiobook and that you have found it a valuable aid in your education. Our company survives based on feedback from customers like you. Your feedback helps inform the purchasing decision of customers who come after you and most importantly, allows us to constantly improve our products.

If you have any questions or need support for your order, please contact us at [support@clydebankmedia.com](mailto:support@clydebankmedia.com).

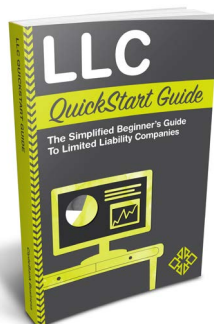
**CLICK TO LEAVE A REVIEW →**

# EXPLORE OUR OTHER GREAT SMALL BUSINESS TITLES



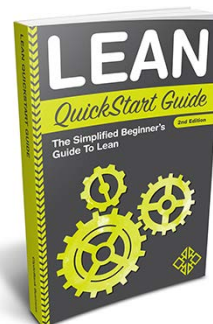
**Business Plan QuickStart Guide:**  
The Simplified  
Beginner's Guide  
to Writing a  
Business Plan

[BUY ON AMAZON →](#)



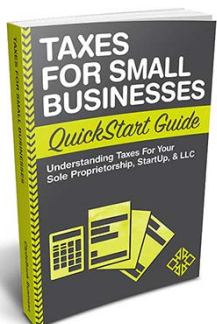
**LLC QuickStart Guide:**  
The Simplified  
Beginner's Guide  
to Limited Liability  
Companies

[BUY ON AMAZON →](#)



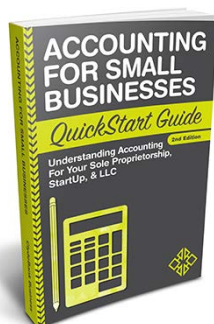
**Lean QuickStart  
Guide  
(2nd Edition):**  
The Simplified  
Beginner's Guide  
to Lean

[BUY ON AMAZON →](#)



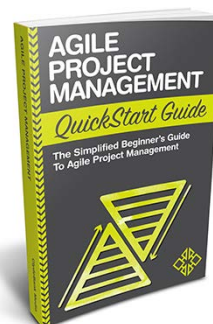
**Taxes for Small  
Businesses  
QuickStart Guide:**  
Understanding  
Taxes for your Sole  
Proprietorship,  
Start-Up, & LLC

[BUY ON AMAZON →](#)



**Accounting for  
Small Businesses  
QuickStart Guide:**  
Understanding  
Accounting for your  
Sole Proprietorship,  
Start-Up, & LLC

[BUY ON AMAZON →](#)



**Agile Project  
Management  
QuickStart Guide:**  
The Simplified  
Beginner's Guide  
to Agile Project  
Management

[BUY ON AMAZON →](#)

Copyright 2015 by ClydeBank Media - All Rights Reserved.

This document is geared towards providing exact and reliable information in regards to the topic and issue covered. The publication is sold with the idea that the publisher is not required to render accounting, officially permitted, or otherwise, qualified services. If advice is necessary, legal or professional, a practiced individual in the profession should be ordered.

From a Declaration of Principles which was accepted and approved equally by a Committee of the American Bar Association and a Committee of Publishers and Associations. In no way is it legal to reproduce, duplicate, or transmit any part of this document in either electronic means or in printed format. Recording of this publication is strictly prohibited and any storage of this document is not allowed unless with written permission from the publisher.

The information provided herein is stated to be truthful and consistent, in that any liability, in terms of inattention or otherwise, by any usage or abuse of any policies, processes, or directions contained within is the solitary and utter responsibility of the recipient reader. Under no circumstances will any legal responsibility or blame be held against the publisher for any reparation, damages, or monetary loss due to the information herein, either directly or indirectly. Respective authors own all copyrights not held by the publisher. The information herein is offered for informational purposes solely, and is universal as so. The presentation of the information is without contract or any type of guarantee assurance.

**Trademarks:** All trademarks are the property of their respective owners. The trademarks that are used are without any consent, and the publication of the trademark is without permission or backing by the trademark owner. All trademarks and brands within this book are for clarifying purposes only and are owned by the owners themselves, not affiliated with this document.

ClydeBank Media LLC is not associated with any organization, product or service discussed in this book. The publisher has made every effort to ensure that the information presented in this book was accurate at time of publication. All precautions have been taken in the preparation of this book. The publisher, author, editor and designer assume no responsibility for any loss, damage, or disruption caused by errors or omissions from this book, whether such errors or omissions result from negligence, accident, or any other cause.

Updated: May 2018

ClydeBank Media LLC  
P.O Box 6561  
Albany, NY 12206

