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Essential Project Management Skills Made Easy This accessible guide bridges the gap between being a project manager and becoming a globally recognized Project Management Professional PMP Covering the latest PMP exam content from the Project Management Institute PMI the book explains PMI s worldwide standard methods nine knowledge areas and 42 processes You ll learn proven strategies for improving project efficiency and effectiveness balancing constraints communicating timely and accurate project status and successfully bringing a project to completion A real world case study that s followed throughout the book provides helpful examples checklists and proven project results Designed for Easy Learning Key Skills Concepts Chapter opening lists of specific skills covered in the chapter Ask the Expert Q A sections filled with bonus information and helpful tips Try This Hands on exercises that show you how to apply your skills Notes Extra information related to the topic being covered Tips Helpful reminders to help you prepare for the PMP exam **PMP Project Management Professional Exam Certification Kit** Kim Heldman, 2018-03-05

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