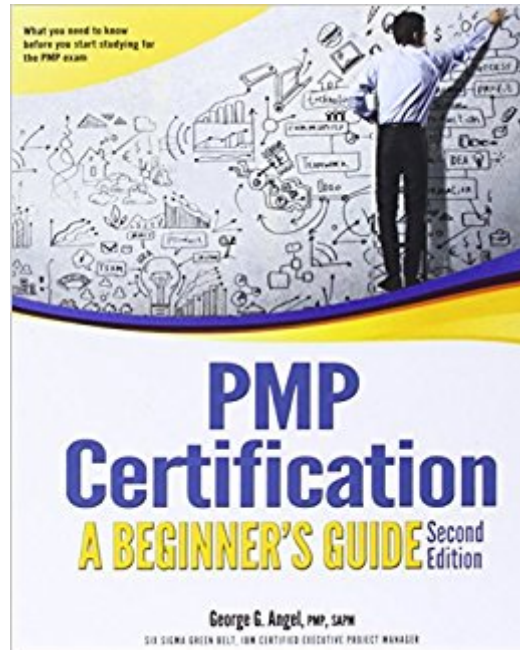**The book was found**

PMP Certification: A Beginner's Guide, Second Edition

Synopsis

This accessible guide bridges the gap between being a project manager and becoming a globally recognized Project Management Professional (PMP). Aligned with A Guide to the Project Management Body of Knowledge (PMBOKÃ Â® Guide), Fifth Edition, the book explains the Project Management Institute's worldwide standard methods, five process groups, ten knowledge areas, and forty-seven processes and includes many tips to help prepare for the latest PMP exam.It includes 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 followed throughout the book provides examples, checklists, and proven project results. Designed for easy learning, the book contains chapter-opening lists of specific skills covered in the chapter, Q&A sections filled with bonus information and helpful tips, real-world experiences that show how to apply particular skills, and reminders to help in preparation for the PMP exam.

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management education and consulting company in business since 1994.

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