

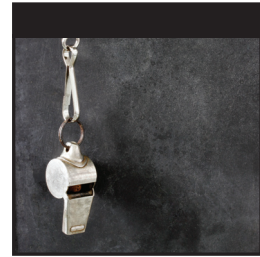
Bonnie Biafore
Teresa Stover

Your Project Management Coach

Best Practices for Managing
Projects in the Real World



Your Project Management Coach



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**Best Practices for Managing Projects
in the Real World**

Bonnie Biafore
Teresa Stover



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About the Authors

Bonnie Biafore is an only child, so learning to play well with others did not come until much later in life. However, she has always been an unrepentant organizing fool, which is obvious to anyone who examines the storage bins in her garage with their neatly segregated collections of nuts, bolts, screws, fuses, and other items of home maintenance.

Bonnie earned a Bachelor of Science in Architecture and a Master of Science in Structural Engineering, but neither of those fields quite did the trick. Through a number of fortunate coincidences, Bonnie ended up managing projects, which, with training and experience, turned out to be an appropriate and satisfying career for her. Project management helped her social skills immensely and fulfills her desire to get things done and keep things organized. In 2003, she earned a Project Management Professional (PMP) certification from the Project Management Institute.

When she isn't managing projects for clients, Bonnie writes about project management, personal finance, investing, and technology. She applies her incorrigible sense of humor to writing about those dry subjects in such a way that people might actually want to read about them.

Bonnie is the author of more than 20 books, including *Successful Project Management*, *Project 2010: The Missing Manual*, and several other award-winning books. When she isn't working, she hikes in the mountains with her dogs, cooks ethnic food, and works out. She is also wrapping up work on her first novel. You can learn more at her website, www.bonniebiafore.com or email Bonnie at bonnie.biafore@gmail.com.

Teresa Stover can't think without a pen or keyboard in hand and can't function without a task list, complete with work estimates and schedule. As supervisor of a technical publications department for a Silicon Valley startup in the late 1980s, Teresa came face to face with the art and science of project management. Desperate to know who needed to be working on what on any given day, she discovered Gantt and PERT charts and has never looked back.

Since then, Teresa has worked more than 20 years as a technical communication and project management consultant for software, manufacturing, business, and education. She specializes in project management for entrepreneurial startups, nonprofit organizations, and content development endeavors. Her clients have included Apple Computer, National Semiconductor, Boeing, MetLife, and the Puyallup School District. Her work passions are clarity, organization, and process.

Teresa conducts workshops on project management, business, and writing topics and has authored 15 books, including *Microsoft Project 2010 Inside Out*. Other recent achievements include recognition for her work in instructional design, web content, and nonprofit organizational development.

Teresa lives in southern Oregon with her husband, Craig, and her German Shepherd, Draco. With this book finished, she hopes for new opportunities for exploration and experience, conversation and creativity. She also plans to volunteer more for her favorite cause — Josephine Community Libraries, a nongovernmental organization that runs the member-supported, volunteer-run local public library system.

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About the Technical Editor

Bob McGannon, currently based in Canberra, Australia, is an author, speaker, trainer, and consultant and is the owner of three project management–related businesses in the United States and Australia. He has 27 years of project management and information technology management experience and has delivered project management services in eight different countries.

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It is hard to find the words appropriate to thank Bob McGannon, whose official role for this book was technical editor. He provided many of the helpful techniques you'll find in this book. He regaled us with project management stories and helped set the "Let's not take ourselves too seriously" tone for the book. Best of all, he brought us back on track when we strayed from reality with his signature "Whoa, Nellie!" comments.



Contents at a Glance

Introduction		xxix
Part I	Understanding Projects and Project Management	1
Chapter 1	Getting to Know Projects	3
Chapter 2	Getting to Know Project Management	11
Part II	Planning a Project	33
Chapter 3	Getting a Project Off the Ground	35
Chapter 4	Getting to Know a Project Plan	73
Chapter 5	Identifying the Work to Be Completed	85
Chapter 6	Estimating Work and Cost	105
Chapter 7	Planning Project Resources	121
Chapter 8	Building a Schedule	131
Chapter 9	Planning for Quality	155
Chapter 10	Setting Up a Communication Plan	169
Chapter 11	Setting Up a Change Management Plan	191
Chapter 12	Managing Risk	203
Part III	Executing a Project	225
Chapter 13	Kicking Off a Project	227
Chapter 14	Taming Processes, Problems, and Conflicts	239

Chapter 15	The Keys to Successful Meetings	251
Chapter 16	Transforming People into a Team	267
Part IV	Monitoring and Controlling	277
Chapter 17	Gathering Progress Information	279
Chapter 18	Evaluating Progress and Performance	289
Chapter 19	Getting a Plan Back on Track	303
Part V	Closing the Project	315
Chapter 20	Obtaining Acceptance and Other Wrap-Up Tasks	317
Chapter 21	Documenting a Project for Posterity	327
Chapter 22	Don't Forget Lessons Learned	337
Part VI	Taking the Next Steps in Project Management	355
Chapter 23	Running a Project Management Office	357
Chapter 24	Managing a Portfolio of Projects	369
Chapter 25	Selecting the Right Projects	379
Part VII	Reference	395
Appendix A	Answers	397
Appendix B	Forms	423
	Glossary	439
	Index	451



Contents

Introduction	xxix
Part I Understanding Projects and Project Management	1
Chapter 1 Getting to Know Projects	3
What Is a Project?	3
A Project Is a Unique Endeavor	5
A Project Has Clearly Defined Objectives and Deliverables	5
A Project Has a Beginning and an End	7
A Project Usually Has a Budget	8
How Do Projects Differ from Other Work?	9
Summary	10
Coach's Review	10
Test Your Knowledge	10
Project Challenge	10
Chapter 2 Getting to Know Project Management	11
What Is Project Management?	12
Project Management Processes: Start to Finish	13
Initiating a Project	14
Planning a Project	15
Executing a Project	17
Monitoring and Controlling a Project	18
Closing a Project	19
Balancing Scope, Time, Cost, and Quality	20
Project Management Methodologies	21
Traditional Waterfall Project Management	21
Iterative and Agile Project Management	22
Project Management Knowledge Areas	23
Scope Management	24
Time Management	25

	Cost Management	25
	Human Resource Management	25
	Procurement Management	26
	Communication Management	26
	Quality Management	26
	Risk Management	27
	Integration Management	27
	Who Makes a Good Project Manager?	28
	Business Savvy	28
	Technical Skills	28
	Soft Skills	29
	Varying Viewpoints	29
	Delegating	30
	Leadership and Interpersonal Skills	30
	Flexibility	30
	Doing the Right Things for the Project	30
	Summary	30
	Coach's Review	31
	Test Your Knowledge	31
	Project Challenge	31
Part II	Planning a Project	33
Chapter 3	Getting a Project Off the Ground	35
	From Idea to Project: An Overview of	
	Project Initiation	36
	Defining a Project	37
	Discovering the Problem or Opportunity	40
	Articulating the Project Goal and Objectives	44
	Developing the Project Goal	44
	Creating the Project Objectives	45
	Deciding on the Project Strategy	46
	Brainstorming Possibilities	46
	Identifying Constraints	47
	Choosing the Right Strategy	48
	Gathering Requirements	49
	Starting with Broad Requirements	49
	Mining for Requirements	49
	Differentiating and Prioritizing Requirements	50
	What Constitutes Success?	51
	Documenting Project Scope	52
	Elements of the Scope Statement	53
	Controlling Scope Creep	55
	Specifying the Deliverables	57
	Identifying Risks, Assumptions, and Constraints	58
	Working with Risks	58
	Working with Assumptions	59

Working with Constraints	59
Identifying the Project Stakeholders	60
Preparing the Project Proposal	62
Getting Approval or Sign-Off	65
Publicizing the Project Charter	66
Preparing a Project Charter	67
Distributing the Project Charter	68
Assembling the Project Notebook	68
Using the Project Notebook for Approved Projects	69
Using the Project Notebook for Tabled or Denied Projects	69
Choosing the Form of the Project Notebook	69
Summary	71
Coach's Review	71
Test Your Knowledge	71
Project Challenge	72
Chapter 4 Getting to Know a Project Plan	73
What Work Has to Be Done?	74
Identifying Work	74
Organizing Work into Major Categories	74
How Much Will the Project Cost?	75
Obtaining Early Cost Estimates	75
Building a Budget	75
Who Will Do the Work?	76
An Introduction to Project Resources	76
Identifying Resources	77
When Will the Project Be Done?	77
What You Need to Build a Schedule	78
Brick Wall Deadlines Versus Soft Date Targets	80
How Will the Project Be Managed?	80
The Project Manager and Managing Stakeholders	81
Setting Ground Rules	81
Defining Management Processes	81
Remembrance of Projects Past	82
Summary	83
Coach's Review	83
Test Your Knowledge	83
Project Challenge	84
Chapter 5 Identifying the Work to Be Completed	85
Understanding the Work Breakdown Structure	86
What Is a Work Breakdown Structure?	86
Why Is the WBS Essential?	87
Identifying Work	88
Who Helps Identify Work?	88
Jump-Starting with Other Sources	88

Planning as a Group	89
Identifying Work from the Top Down	90
Identifying Work from the Bottom Up	92
How Much Is Enough?	93
Validating the WBS	95
Organizing Work in the WBS	96
Calling Out Deliverables	97
Formatting Your WBS	97
Naming Your WBS	99
Numbering Your WBS	99
Specifying Task Details	101
Summary	102
Coach's Review	102
Test Your Knowledge	102
Project Challenge	103
Chapter 6 Estimating Work and Cost	105
Who Should Estimate a Project?	106
Using a Core Planning Team	106
Obtaining Estimates from Team Members	107
Managing the Uncertainty of Estimates	107
When to Use Different Levels of Estimates	108
Preventing Problems from Padded Estimates	109
Preparing Estimates	110
The Difference between Duration and Effort	110
Estimating Methods	111
Reusing Existing Information	112
Engaging Experts	112
Using a Parametric Model or Estimating Tool	112
Applying the Delphi Technique	113
Using Optimistic, Pessimistic, and Most Likely Estimates	114
Estimating from the Top Down	115
Estimating from the Bottom Up	115
Estimating Project Costs	115
What Goes into Labor Costs?	116
Material, Equipment, and Facility Costs	116
Estimating Other Costs	117
Building a Budget	117
Summary	118
Coach's Review	118
Test Your Knowledge	118
Project Challenge	118
Chapter 7 Planning Project Resources	121
Documenting Roles and Responsibilities	122
Who's Involved with What	123

Levels of Involvement	124
Identifying Resource Needs	125
Types of Resources	125
Breaking Down Resource Needs	126
Building a Project Organization Chart	127
Preparing a Resource Plan	127
Summary	128
Coach's Review	128
Test Your Knowledge	129
Project Challenge	129
Chapter 8 Building a Schedule	131
Tools for Building a Schedule	132
Sequencing with Dependencies	135
Setting Up Predecessors and Successors	135
Understanding the Dependency Types	136
Starting to Schedule	137
Understanding the Critical Path	138
Scheduling with Lead and Lag Time	139
Applying Date Constraints	140
Keeping Date Constraints Flexible	141
Scheduling Specific Dates	142
Marking Deadlines	142
Indicating Milestones	142
Assigning Resources to Tasks	143
Adding Generic Resources	143
Adding Specific Resources	144
Assigning Multiple Resources to One Task	144
Modeling a Realistic Schedule	145
Scheduling around Nonworking Time	146
Defining Non-Project Time	146
Adjusting Tasks for Resource Productivity	147
Managing Part-Timers and Multitaskers	147
Scheduling with the Critical Chain Method	148
Working Back from the Finish Date	148
Balancing Constrained Resources	149
Adding Buffers	149
Optimizing the Schedule	149
Shortening the Schedule	150
Reducing Project Costs	151
Balancing Resource Assignments	152
Summary	153
Coach's Review	154
Test Your Knowledge	154
Project Challenge	154

Chapter 9	Planning for Quality	155
	Defining Quality	156
	Quality and the Requirements Document	157
	Constraints on Quality	158
	Quality Standards and Methods	158
	Developing the Quality Plan	159
	Elements of the Quality Management Plan	160
	Understanding the Cost of Quality	161
	Integrating the Quality Management Plan	161
	Taking Responsibility for Quality	161
	Building in Excellence with QA	162
	Evaluating Quality Results	162
	Implementing Corrective Actions	163
	Verifying the Standards with QC	164
	Measuring and Recording Quality	165
	Finding Causes of Quality Problems	166
	Summary	166
	Coach's Review	167
	Test Your Knowledge	167
	Project Challenge	167
Chapter 10	Setting Up a Communication Plan	169
	Guidelines for Good Communication	170
	What Is Communication?	170
	How to Get Your Message Across	172
	The Importance of Listening	174
	The Components of a Communication Plan	175
	Who Are the Audiences?	176
	The Project Sponsor	177
	Management Stakeholders	177
	Team Members	177
	External Audiences	177
	What Do You Communicate?	178
	What Information Do Audiences Need?	178
	Information for Management Stakeholders	178
	Functional Managers	180
	Team Members	180
	Status Reporting	180
	Status from and to Team Members	181
	Status for Management	183
	What's the Best Communication Method?	184
	In-Person Meetings	184
	Videoconferencing and Conference Calls	184
	Email	185
	Telephone	187
	Written Documentation	187

Who's Responsible?	187
Frequency and Timing	188
Summary	188
Coach's Review	189
Test Your Knowledge	189
Project Challenge	189
Chapter 11 Setting Up a Change Management Plan	191
When to Manage Changes	192
When You Don't Manage Changes	192
When You Do Manage Changes	193
Who Sits on a Change Review Board	193
The Anatomy of a Change Management Process	194
Defining the Baseline Documents	195
Documenting a Change Request	195
Using a Change Request Form	195
Tracking a Change Request	197
Evaluating a Change Request	198
Making Decisions about Change Requests	199
Updating the Baseline Documents	200
Monitoring Change Requests	201
Summary	201
Coach's Review	201
Test Your Knowledge	201
Project Challenge	202
Chapter 12 Managing Risk	203
Identifying Risks to a Project	204
Analyzing the Risks	208
Rating Risks as Low, Medium, or High	208
Rating Risks Numerically	209
Recording the Risk Ratings and Scores	210
Choosing the Risks to Manage	210
Planning Risk Responses	211
Planning Responses to Negative Risks	212
Planning Responses to Positive Risks	214
Compiling the Risk Management Plan	215
Establishing Contingencies	216
Building in a Schedule Buffer	217
Setting Up Contingency Funds	218
Tracking Risks	218
When a Risk Becomes Reality	220
Tracking Issues	221
Summary	222
Coach's Review	222
Test Your Knowledge	222
Project Challenge	223

Part III	Executing a Project	225
Chapter 13	Kicking Off a Project	227
	Preparing to Execute the Project	228
	Obtaining Approval	228
	Saving Project Baselines	229
	Updating the Project Notebook	230
	Obtaining Resources	231
	Obtaining In-House Resources	231
	Procuring Resources from Vendors	232
	Soliciting Vendors	232
	Selecting Vendors	233
	Contracting	233
	Next Steps	234
	Holding a Kickoff Meeting	235
	Implementing Your Plans	235
	Summary	236
	Coach's Review	236
	Test Your Knowledge	236
	Project Challenge	237
Chapter 14	Taming Processes, Problems, and Conflicts	239
	Defining Project Processes	240
	What Makes a Good Process?	240
	Making Processes a Success	241
	Defeating Poor Processes	243
	Guidelines for Effectiveness	244
	Making Decisions and Solving Problems	244
	Focus on What's Important	244
	Define the Problem	246
	Prioritize	246
	Consider Your Options	246
	Ask for Help	247
	Making Things Happen	247
	How to Resolve Conflicts	248
	Summary	250
	Coach's Review	250
	Test Your Knowledge	250
	Project Challenge	250
Chapter 15	The Keys to Successful Meetings	251
	Running Effective Meetings	252
	Planning a Meeting	252
	Setting the Agenda	253
	Inviting Participants	254
	Preparing for the Meeting	255
	Starting on Time	256

Setting Expectations	256
Facilitating the Meeting	257
Ending on Time	258
Types of Project Meetings	258
Kickoff Meetings	258
Project Status Meetings	259
Management Meetings	260
Brainstorming Meetings	261
Planning Meetings	262
Following Up after Meetings	263
Documenting Decisions and Action Items	264
Adjusting the Project Plan	264
Summary	264
Coach's Review	265
Test Your Knowledge	265
Project Challenge	265
Chapter 16 Transforming People into a Team	267
Developing a Team	267
Turning Individuals into a Team	268
Building Relationships with Your People	269
Increasing Your Influence	272
Evaluating People's Performance	273
Finding Out What's Going On	273
Working with Line Managers	274
Handling People Problems	275
Summary	275
Coach's Review	276
Test Your Knowledge	276
Project Challenge	276
Part IV Monitoring and Controlling	277
Chapter 17 Gathering Progress Information	279
Choosing the Data to Collect	280
Schedule and Cost Data	280
Quality Data	282
Issues and Risks	282
Determining the Level of Detail	283
Obtaining Time and Status	283
Choosing the Frequency	283
Sources of Data	284
Summary	286
Coach's Review	287
Test Your Knowledge	287
Project Challenge	287

Chapter 18	Evaluating Progress and Performance	289
	Evaluating Progress and Variance	290
	Reviewing Milestones	290
	Evaluating Variances	291
	Earned Value Analysis	293
	Understanding Earned Value Measures	293
	Planned Value	293
	Earned Value	294
	Actual Cost	294
	Analyzing Performance with Earned Value	295
	Evaluating Earned Value Measures in a Graph	295
	Using Additional Earned Value Indicators	296
	Evaluating Financials	297
	Determining the Payback Period	297
	Identifying the Net Present Value	298
	Calculating the Internal Rate of Return	300
	Summary	300
	Coach's Review	301
	Test Your Knowledge	301
	Project Challenge	301
Chapter 19	Getting a Plan Back on Track	303
	Ways to Correct Course	304
	Fast-Tracking a Project Schedule	304
	Which Tasks Should You Fast-Track?	304
	Fast-Tracking Options	305
	Crashing a Schedule	305
	Which Tasks Should You Crash?	306
	Other Crashing Considerations	307
	Using Different Resources	308
	Asking People to Work Overtime	308
	Reducing Scope	309
	Who Approves Course Corrections	310
	Getting a Project Out of Trouble	311
	Recognizing the Problem	311
	Evaluating the Situation	312
	Preparing a Recovery Plan	312
	Monitoring the Recovery	313
	Summary	313
	Coach's Review	314
	Test Your Knowledge	314
	Project Challenge	314
Part V	Closing the Project	315
Chapter 20	Obtaining Acceptance and Other Wrap-Up Tasks	317
	Determining Whether the Project Is a Success	318
	Developing Acceptance Tests	318
	Running Acceptance Tests	319

Obtaining Sign-Off	320
Documenting the Project: The Project Closeout Report	320
Summarizing the Project	321
Quantifying Results	321
Financial, Legal, and Administrative Closeout	323
Project Transitions	324
Handing Off Information	324
Transitioning Resources	325
Summary	325
Coach's Review	326
Test Your Knowledge	326
Project Challenge	326
Chapter 21 Documenting a Project for Posterity	327
Gathering Information	328
Organizing the Project Archives	330
Beware of Too Much Information	331
Categorize Wisely	331
Do It Today	331
Offer a Roadmap	332
Storing the Project Archives	333
Summary	334
Coach's Review	334
Test Your Knowledge	334
Project Challenge	335
Chapter 22 Don't Forget Lessons Learned	337
How Lessons Learned Help	338
Gathering Lessons Learned	340
Collecting Feedback	341
Preparing for Lessons Learned Meetings	342
Conducting Lessons Learned Meetings	344
Minimizing the Fear of Lessons Learned	346
Documenting Lessons Learned	348
Deciding on the Information to Include	349
Presenting Lessons Learned	350
Disseminating Lessons Learned	352
Using Past Lessons Learned	352
Summary	353
Coach's Review	353
Test Your Knowledge	353
Project Challenge	354
Part VI Taking the Next Steps in Project Management	355
Chapter 23 Running a Project Management Office	357
Defining PMO Functions	357
Facilitating Standards and Best Practices	358
Ensuring Compliance Requirements	360
Supporting Project Methodologies	360

Providing Project Management Tools	360
Managing Resources and Communication	361
Mentoring and Training Project Managers	362
Setting Up a PMO	362
When Do You Need a PMO?	363
Understanding PMO Types	364
Specifying PMO Objectives and Services	365
Summary	366
Coach's Review	367
Test Your Knowledge	367
Project Challenge	367
Chapter 24 Managing a Portfolio of Projects	369
What Is Project Portfolio Management?	370
Evaluating and Prioritizing Projects for the Portfolio	372
Tracking and Managing the Project Portfolio	374
Tracking Portfolio Projects	375
Conducting Checkpoint Evaluations	375
Reporting on Portfolio Projects	377
Managing Portfolio Details	377
Summary	378
Coach's Review	378
Test Your Knowledge	378
Project Challenge	378
Chapter 25 Selecting the Right Projects	379
Capturing Ideas for Projects	380
Mining the Organization's Strategic Goals	380
Documenting a Project Idea	382
Tracking Project Ideas	384
Selecting Projects	385
Developing a Selection Process	385
Criteria for Selecting Projects	386
What Benefits?	387
What Cost?	387
Can It Be Done?	388
Scoring and Prioritizing Project Ideas	389
Exceptions to Selection Criteria	390
Succeeding with a Project Review Board	391
Summary	392
Coach's Review	392
Test Your Knowledge	393
Project Challenge	393

Part VII	Reference	395
Appendix A	Answers	397
Appendix B	Forms	423
	Glossary	439
	Index	451

