



# The Project Management Memory Jogger

*By Karen Tate, Paula Martin*

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## **The Project Management Memory Jogger** By Karen Tate, Paula Martin

This second edition retains the essential features that made the first edition so popular and is aligned with A Guide to the Project Management Body of Knowledge (PMBOK Guide). In addition to all of the steps, proven tips, tools and templates, the new edition features new sections on - Project Communication Plan - Cross Cultural Teams - Project Procurement Plan - Project Quality Plan - Organizational Change Management - Project Contingency - Projects vs Operations and expanded segments on working with teams, virtual team tips, scope (customer analysis and SMART Criteria), risk, scheduling (critical path), monitoring & control, (earned value), and many more additions. Finally, there is a new section on consensus based decision making tools to help project teams from The Memory Jogger 2 Second Edition. In addition, the overall flow and layout have been improved to make this new version even more user-friendly than the first. We hope that this improved guide will help you get the most out of your meeting time and also help to improve the success rate of projects in your organization!

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## **The Project Management Memory Jogger By Karen Tate, Paula Martin Bibliography**

- Sales Rank: #346923 in Books
- Published on: 2010-10-21
- Original language: English
- Number of items: 1
- Dimensions: 5.55" h x .58" w x 3.71" l, .32 pounds
- Binding: Spiral-bound
- 232 pages

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### **Editorial Review**

#### **Review**

Very happy it's updated to match PMBOK. Looking forward to checking it out. --Danielle Cogsworth

#### **About the Author**

Karen Tate, PMP, MBA, PMI Fellow, is founder of The Griffin Tate Group, Inc. (TGTG), a charter Global Registered Education Provider of the Project Management Institute. TGTG provides project management training and consulting for every one in the organization associated with projects Âproject managers, project team members, project sponsors, and senior managers. She has over 25 years of domestic and international experience in project management and is the co-author of numerous books on the subject.

Paula K. Martin is the founder of, and executive consultant for, Martin Training Associates, a management consulting and training firm specializing in basic and advanced project management skills; and in the tools and processes needed to create an enterprise-wide system of innovation. Martin Training is also known for its highly innovative approach to managing a matrix organization, known as Matrix Management 2.0. Paula is the author of over 10 books, including The Innovation Tools Memory Jogger, which provides today s project leaders with the tools they need to be tomorrow s innovation leaders. Paula can be reached at [pmartin@martintraining.com](mailto:pmartin@martintraining.com).

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**Lauren Smith:**

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