

# Project Management Books

---



*Michael D. Taylor*

- Adams, John R., *Principles of Project Management*. 1996. Project Management Institute Publications, Sylva, NC. ISBN 1-880410-30-3 (pbk). This is an excellent broad based coverage of project management, including some special information on negotiating and contracting for project management.
- Archibald, Russell D., *Managing High-Technology Programs and Projects*. 1992. John Wiley & Sons, Inc., ISBN: 0-471-51327-X. A concise yet thorough text, it presents a practical proven system for managing all types of programs and projects, with an emphasis on high-technology projects.
- Badawy, Michael K., *Developing Managerial Skills in Engineers , and Scientists, Succeeding as a Technical Manager*. 1995. Van Nostrand Reinhold, ISBN: 0-442-01861-4. This thorough text covers TQM, technological entrepreneurship, cross-functional teams, success requirement for project management, interdepartmental interfacing, and educating technologists in managing technology.
- Badiru, Adedeji B., P. Simin Pulat, *Comprehensive Project Management, Integrating Optimization Models, Management Principles, and Computers*. 1995. Prentice Hall, Inc., ISBN: 0-13-030925-7. Using this book, managers and engineers in many fields can make the most of up-to-date methods of project management by combining computer analysis and optimization models with advanced management techniques.
- Bradford, Lawrence J., Claire Raines, *Twenty-Something, Managing & Motivating Today's New Work Force*. 1992. MasterMedia Limited, ISBN: 0-942361-35-0. An excellent text for the manager wishing to understand eight basic core values of the "Twenty Something" Generation (17 to 27).
- Bradford, Robert W., J. Peter Duncan, Brian Tarcy. *Simplified Strategic Planning*. Worcester, Massachusetts: Chandler House Press, 2000.
- Brickner, William H., Donald M. Cope, *The Planning Process*. 1977. Winthrop Publishers, Inc., ISBN: 0-87626-672-2. Examines the entire planning process from a systems viewpoint, covering the key aspects which contribute the most to the successful use of planning in organizations.
- Buchholtz, Steve and Thomas Roth, *Creating the High-Performance Team*, 1987. John Wiley & Sons, NY. ISBN 0-471-85674-6. This is probably one of the most insightful books on project teams today. The authors base their book on experience gained from teamwork programs with scores of Fortune 500 firms. Readers will discover how to: provide strong leadership, create and reinforce a positive work culture, set goals

through participative management, anticipate and neutralize problems, and how to tap the most potent force of all – creativity.

Burt, David N., Donald W. Dobler, Stephen L. Starling. *World Class Supply Management: The Key to Supply Chain Management*, Sixth Edition. New York: McGraw-Hill, 2003.

Byham, William C., *Zapp! The Lightning of Empowerment*. 1988. Fawcett Columbine, ISBN: 0-449-90705-8. How to improve productivity, quality, and employee satisfaction through empowerment

Byrne, Brendan, Alan Mullaly, Brian Rothery, *The Art of Systems Analysis*. 1971. Prentice Hall, ISBN: 0-13-048751-1. Provides a descriptive definition of the systems analysis role as well as detailed methodology and standards for its practice. Topics include control systems and organization, data base and the management interface as an information system, and the enterprise system.

Campbell, Bonita J., *Understanding Information Systems, Foundations for Control*. 1977. Winthrop Publishers, Inc., ISBN: 0-87626-889-0.

Cleland, David I (Editor)., *Field Guide to Project Management*. 1998. Van Nostrand Reinhold Inc., ISBN:0-442-02345-6. This 472-page book is a broad coverage of the field of project management by many noted authors including such major topics such as: project planning techniques, project leadership, project oversight, and team management.

Cleland, David I and William R. King., *Project Management Handbook*. 1988. Van Nostrand Reinhold Inc. ISBN: 0-442-22114-2. This 997-page handbook seeks to provide guidance for all varieties off projects – from the largest and most complex systems, development efforts, to the personal “research project.”

Cleland, David I. *Project Management, Strategic Design and Implementation*. 1994. McGraw-Hill Inc., ISBN: 0-07-011351-3. An excellent text for the individual wanting a broad coverage of project management.

Covey, Stephen R. *The 7 Habits of Highly Effective People*. 1990. Fireside, Simon & Schuster Inc., ISBN: 0-671-66398-4. Powerful lessons in personal change.

Covey, Stephen R., *Principle-Centered Leadership*. 1992. Fireside, Simon & Schuster Inc., ISBN: 0-671-74910-2. Describes the key to dealing with the challenges that face those in leadership roles today through a principle-centered approach.

Culp, Gordon, Anne Smith, *Managing People for Project Success*. 1992. Van Nostrand Reinhold, ISBN: 0-442-00952-6. A practical guidebook which clearly shows how

productive communication, motivation and leadership skills, and self-management techniques can help make a difference in meeting project goals.

Davidson-Schaefer, Susan, *The Motivation Process*. 1977. Winthrop Publishing, Inc., ISBN: 0-87626-583-2. Discusses important motivational models, then treats in detail factors involved in their application. It prepares the reader for solving real-world "people problems" related to motivation.

de Bono, Edward. *Six Thinking Hats*. New York: Back Bay Books, 1999.

Donaldson, Michael C. and Donaldson, Mimi, *Negotiating for Dummies*, 1996. IDG BOOKS, Foster City, CA. ISBN: 1-56884-867-6. A humorous yet very practical book on negotiating. The 350-page paperback book deals with almost every aspect of negotiating, including a list of videos which exemplify the nuances of negotiating.

Donnahoe, Alan S., *What Every Manager Should Know About Financial Analysis*. 1990. Fireside, Simon & Schuster Inc., Rockefeller Center, ISBN: 0-671-61098-8. An invaluable survival guide for every non-financial manager with a thorough, practical introduction to basic financial concepts.

Drucker, Peter F., *Managing in a Time of Great Change*, 1995. Truman Tally Books/Plume, New York. ISBN 0-452-27837-6 (pbk.).

Ends, Earl J., Curtis W. Page, *Organizational Team Building*. 1977. Winthrop Publishers, Inc., ISBN: 0-87626-627-8. This booklet surveys all aspects of all team building processes as learnable management skills. The reader is shown how to develop personal management skills as a team builder and how to approach a team building assignment.

English, J. Morley, Cost Effectiveness, *The Economic Evaluation of Engineered Systems*. 1968. John Wiley & Sons, Inc. Topics include systems engineering, the role of probability in cost-effectiveness, decision theory, value theory, a standardized approach to cost-effectiveness evaluations, concepts of resource requirements, and cost-effectiveness fallacies and misconceptions.

Evans James R., David L. Olson. *Statistics, Data Analysis and Decision Modeling*. Upper Saddle River, NJ: Prentice Hall, 2000.

Fisher, Roger, and Danny Ertel, *Getting Ready to Negotiate, The Getting to Yes Workbook*, 1995. Penguin Books, New York. This is an excellent step-by-step guide to preparing for any negotiation. It is written in a workbook fashion, allowing the student to fill in sections in preparation for a negotiation.

- Fleming, Quentin W., *Cost/Schedule Control Systems Criteria*. 1992. Probus Publishing Co., ISBN: 1-55738-289-1. An excellent book for those wanting to understand C/SCSC. Reviews the 35 criteria of C/SCSC in detail. Includes DODI 5000.2
- Fleming, Quentin W., Joel M. Koppleman, *Earned Value Project Management*. 1996. Project Management Institute; ISBN: 1-880410-38-9. The authors trace the technique of earned value cost management from its formal introduction as part of PERT/Cost through its most prominent application within Cost/Schedule Control Systems Criteria (C/SCSC) over the past 25 years. The authors discuss both positive and negative aspects of earned value and argue for a more user-friendly approach that avoids mind-boggling terminology, instead simply relating planned standards to earned standards to actual costs.
- Fleming, Quentin W., Quentin J. Fleming, *Subcontract Planning and Organization*. 1993. Probus Publishing Co., ISBN: 1-55738-463-0. A practical guide to subcontract project management and control. Based primarily on government subcontracting methods.
- Fleming, Quentin W., Quentin J. Fleming, *Subcontract Project Management & Control--Progress Payments*. 1991. Probus Publishing Co., ISBN: 1-55738-283-2. Deals with managing subcontractor progress payments, primarily in government-related projects.
- Fleming, Quentin, and Joel Koppleman, *Earned-Value Project Management*, (Newtown Square, Pennsylvania: Project Management Institute).
- Fogg, C. Davis. *Team-Based Strategic Planning: A Complete guide to Structuring, Facilitating and Implementing the Process*. New York: American Management Association, 1994.
- Galens Gloria J., Katherine Adams. *Effective Group Decisions: Theory and Practice*. New York: McGraw-Hill, 2007.
- Galens Gloria J., Katherine Adams. *Effective Group Discussion*, Thirteenth Edition. New York: McGraw-Hill, 2010.
- Goal/QPC, *The Team Memory Jogger™* Joiner Associates, Madison, WI 1995. This pocket-size 162 page notebook contains quick and easy reminders about teams and team management. It is excellent for the person who has had some previous training on team building.
- Goodpasture, John C., *Quantitative Methods in Project Management*, (Boca Raton, Florida: J. Ross Publishing Inc.). An excellent book for those wanting to delve into management science and decision-making.

Gray, Clifford F., and Erik W. Larson *Project Management: The Managerial Process*, (New York, NY: McGraw-Hill). Probably one of the best books to supplement this course.

Greer, Michael, *The Project Manager's Partner*, 1996. HRD Press, Amherst, MA. ISBN: 0-087425-397-7. If you're looking for a basic how-to-manage-a-project-for-the-first-time book, this is it! This is probably the closest book I've seen to a Schuam Outline Series. Practical step-by-step instructions are given along with easy to understand examples. 150 pages (pbk).

Stephen G. Haines, *Strategic Thinking Handbook #1: The Top 10 Everyday Tools for Daily Problem-Solving* (San Diego: Systems Thinking Press)

Stephen G. Haines, *Strategic Thinking Handbook #2: The Top 10 Everyday Tools for Strategic Thinking* (San Diego: Systems Thinking Press).

Harper, Bob, Ann Harper, *Succeeding as a Self-Directed Team, 20 Important Questions Answered*. 1992. MW Corporation, ISBN: 1-880859-00-9. This book was written to provide information first, then thought-provoking questions for the reader to answer. The questions are designed to help the reader think through and clarify some of the most important issues related to self-directed work teams and the dramatic changes they bring about.

Harrington-Mackin, Deborah, *Keeping the Team Going*, 1996. AMACOM, 135 West 50th Street, New York, NY. ISBN: 0-8144-7008-4. An excellent general purpose books for existing teams that want to improve in the areas of taking on more responsibility, getting back on track, building strategic relationships, building trust and resolving conflict, improving team problem solving and decision making, and measuring a team's worth.

Harvard Business Essentials. *Decision Making: Five Steps to Better Results*. Boston, Harvard Business School Publishing Corp., 2006.

Harvard Business Review. *Harvard Business Review on Decision Making*. Boston, Harvard Business School Publishing Corp., 2001.

Haugen, Gregory T. Haugan. *Effective Work Breakdown Structures*. The Project Management Essential Library Series. ISBN 1-56726-135-3.

Heerkens, Gary R. *Project Management*. New York, NY: McGraw-Hill Publishers, 2002.

Hersey, Paul, *The Situational Leader*, 1992. Center for Leadership Studies, Escondido, CA. ISBN 0-446-51342-39. The book is deceptively small (128 pages) but it contains volumes of information and specific examples of how to use the concepts of Situational Leadership. It will be helpful to anybody who is in a position of leadership.

Hesse, Rick, *Managerial Spreadsheet Modeling and Analysis*, 1997. Richard D. Irwin Publishing, Chicago, Illinois. ISBN 0-256-21530. This book teaches the traditional

management science topics using the electronic spreadsheet platform as a very visual, familiar and friendly tool. The book comes with a diskette containing all Excel tables for easy setup of each spreadsheet discussed in the book.

Hicks, Tyler G., *Successful Engineering Management*. 1966. McGraw-Hill, Inc. A practical proven guide for the engineer or scientist who holds, or seeks to hold, a managerial position.

Jedamus, Paul, Robert Frame, *Business Decision Theory*. 1969. McGraw-Hill Book Co. The purpose of this book is to provide a self-contained treatment of statistical inference and decision theory at an elementary level. It aims at an integration of classical statistics and decision theory with Bayesian concepts.

Jon R., Katzenbach, Douglas K. Smith, *The Wisdom of Teams, Creating the High Performance Organization*. 1993. Harvard Business School Press, ISBN: 0-88730-676-4 (pbk.). An unusually thorough study of teams, as well as challenging much conventional wisdom about teams. The book is full of advice about how to organize proper effective teams.

Karrass, Chester L. *The Negotiating Game*. 1970. Thomas Y. Crowell Publishers, ISBN: 0-690-00359-5. This book is for anyone who wants to reach their objectives in dealing with others. It discusses how to analyze and improve your strengths, how to make concessions without weakening your position, and how to set goals which reflect your high aspirations.

Karrass, Chester L. 1974. *Give & Take, The Complete Guide to Negotiation Strategies and Tactics*. Thomas Y. Crowell Publishers, ISBN: 0-690-00566-0. This practical guide describes over 200 strategies and tactics, tells how and why they work and how to defend yourself against them.

Kast, Fremont E., James E. Rosenzweig, *Organization and Management, A Systems Approach*. McGraw-Hill, Inc. Discusses the evolution of organization and management theory, technology and structure, the psycho-social system of organizations, the managerial system, decision making, influence systems and leadership.

Keirsey, David, Marilyn Bates, *Please Understand Me, Character Temperament Types*. 1984. Prometheus Nemesis Book Co., ISBN: 0-9606954-0-0. An excellent sourcebook for understanding basic human personality traits and characteristics. This subject is invaluable to the manager wanting to improve team relationships, communications, and connecting the right trait to the right job.

Kelly, Mark, *The Adventures of a Self-Managing Team*. 1991. Pfeiffer & Company, San Diego, CA, ISBN: 0-88390-058-0. Leads the reader through the forming, storming,

norming, performing, and transforming stages of team development. The book is based primarily on case situations.

- Kemps, Robert R., Humphreys & Associates, Inc, *Fundamentals of Project Performance Measurement*. 1992. San Diego Publishing Co., ISBN: 0-912495-21-9. Explains the important elements of project cost/schedule management in a concise and straightforward way without falling back on the jargon often associated with the subject.
- Kepner, Charles H., Benjamin B. Tregoe, *The Rational Manager, A Systematic Approach to Problem Solving and Decision Making*. 1965. McGraw-Hill Book Co., ISBN: 07-034175-3. A very practical, easy to understand, four-step process for problem identification, decision making, potential problem analysis, direction, and control.
- Kerzner, Harold, *Project Management, A Systems Approach to Planning, Scheduling, and Controlling*. 1995. Van Nostrand Reinhold, New York. ISBN: 0-442-01907-6. A comprehensive coverage of project management (1152 pages).. It covers every aspect of the topic in practical terms that will help you manage more effectively and plan more confidently.
- Lang, Douglas W., *Critical Path Analysis*. 1970. The English Universities Press Ltd., ISBN: 0-340-11450-9. Basic techniques, exercises, and problems dealing with PERT/CPA. A short but comprehensive book which deals exclusively with PERT/CPA. The book is filled with examples and illustrations. Topics include calculating project duration, forward pass backward pass, use of float in planning resources, activity-on-node systems, and line of balance.
- Leavitt, Harold J., Louis R. Pondy, *Readings in Managerial Psychology*. 1968. The University of Chicago Press, Chicago 60637. A collection of brief articles by over 40 authors on subjects such as individual personality theory, interpersonal influence, group behavior, and people in complex systems organizations.
- Lewicki, Roy J., Bruce Barry, David M. Saunders. *Negotiation*, Sixth Edition. New York: McGraw-Hill, 2010.
- Lewis, James P., *Mastering Project Management: Applying Advanced Concepts to Systems Thinking, Control & Evaluation, and Resource Allocation* (New York, McGraw-Hill: 2008).
- Lewis, James P., *Fundamentals of Project Management*. 1995. AMACOM, ISBN: 0-8144-7835-2. An excellent text for the beginning project manager and those wanting a brief introduction to project management.
- Lipnack, Jessica and Jeffrey Stamps, *Virtual Teams*. 1997. John Wiley & Sons, New York. ISBN 0-471-16553-0. This book provides a long overdue perspective on how to apply

the discipline of real teams in the fast moving, increasingly dispersed information age of the future.

McConnell, Steve. *Software Project Survival Guide*. 1998. Microsoft Press, Redmond, WA. ISBN 1-57231-621-7. This book is for everyone with a stake in the outcome of a development project – especially those without formal software project management training.

Meredith, Jack R., Samuel J. Mantel, Jr. *Project Management: A Managerial Approach*. Hoboken, N.J: John Wiley & Sons, 2006. A broad based life cycle approach to project management. It covers the eight major areas of the Project Management Body of Knowledge (PMBOK) as defined by the Project Management Institute.

Miller, Dennis P. *Visual Project Planning & Scheduling*, Second Edition (2002). Note: This e-book is essential a facilitator's guide for planning a project based on the WBS.

Patterson, James G., *How to Become a Better Negotiator*, 1996. AMACOM, New York, ISBN: 0-8144-7839-5. This 67-page paperback book covers negotiating topics such as communication styles, developing listening skills, understanding conflict management, the importance of assertiveness in negotiations, and how to get started.

Peter, Lawrence J., *The Peter Principle, How to Make Things Go Right*. 1973. Bantam Books, Inc., New York, NY 10019. The book is divided into three major topics: the incompetence treadmill, protecting your competence, and managing competence.

Pinto, Jeffrey K., O.P. Kharbanda, *Successful Project Managers, Leading Your Team to Success*. 1995. Van Nostrand Reinhold, ISBN: 0-442-01952-1. This text covers how to build and motivate teams, manage meetings, set accurate target dates, and get the needed resources for managing the project.

Pokras, Sandy, *Rapid Team Deployment*. 1995. Crisp Publications, Menlo Park CA. ISBN 1-56052-321-2. Topics in this 128-page booklet include: How to build 13 characteristics of a high-performance unit, three techniques for defining team requirements, how to choose team members for maximum effectiveness, and how to accelerate the stages of team building.

Pritchard, Carl L. Nuts and Bolts Series 1: *How to Build a Work Breakdown Structure*.

Project Management Institute, *A Guide to the Project Management Body of Knowledge*, Newton Square, PA.

Project Management Institute. *Project Management Institute Practice Standard for Work Breakdown Structures*, Second Edition (2006).

- Quick, Thomas L., *Successful Team Building*. 1992. AMACOM, ISBN: 0-8144-7794-1. Shows the reader how to build team commitment, deal with team conflict, use creativity in problem solving and decision making, and evaluate and reward team players.
- Ragsdale, Cliff T., *Spreadsheet Modeling and Decision Analysis*, 1998. South-Western College Publishing, Cincinnati, Ohio. ISBN 0-538-88130-5. An introduction to the most commonly used management science techniques, this new edition combines examples and clear directions to illustrate how these tools can be implemented using Microsoft Excel 97 for Windows. The book comes with a diskette containing all Excel tables for easy setup of each spreadsheet discussed in the book.
- Ray, Glenn R., *The Facilitative Leader: Behaviors That Enable Success*, 1999. Prentice Hall Inc., Upper Saddle River, New Jersey. ISBN 0-13-895228.
- ReVelle, Jack B., Normand L. Frigon, Sr., Harry K. Jackson, Jr. *From Concept to Customer*. 1995. Van Nostrand Reinhold, ISBN: 0-442-01892-4. The practical guide to integrated product and process development, and business process reengineering.
- Rockey, Edward H. *Communicating in Organizations*. 1977. Winthrop Publishing, Inc., ISBN: 0-87626-136-5. Discusses the communication process and how to communicate more effectively in contemporary organizations. Special consideration is given to listening, how various managerial styles influence communication, and key steps to use in planning communications.
- Rosenau Jr., Milton D., *Successful Project Management, A Step-by-Step Approach with Practical Examples*. 1992. Van Nostrand Reinhold, ISBN: 0-442-00655-1. Addresses the needs of the beginning project manager. This is an excellent first book for those being introduced to the field of project management.
- Rosenau, Jr., Milton D., John J. Moran, *Managing the Development of New Products, Achieving Speed and Quality Simultaneously Through Multifunctional Teamwork*. 1993. Van Nostrand Reinhold, ISBN: 0-442-01395-7. An excellent text for those wanting to understand the project management aspects of developing new products. Includes an introduction to Quality Function Deployment.
- Sanford, Edward , Harvey Adelman, *Management Decisions, A Behavioral Approach*. 1977. Winthrop Publishers, Inc., ISBN: 0-87626-548-4. Introduces the process of decision making in management situations and presents techniques and illustrations of decision making under certain and uncertain conditions.
- Schuyler, John R., *Decision Analysis in Projects*, 1996. Project Management Institute, Upper Darby, PA. ISBN: 1-880410-39-7 (pbk.). This 144-page booklet covers such decision making aspects as expected value, optimal decision policy, decision trees,

modeling techniques, judgments and biases, utility and multi-criteria decisions and stochastic variance. It is intended for the reader who wants a more in-depth look into project decision making.

Shinners, Stanley M., *Techniques of Systems Engineering*. 1967. McGraw-Hill Book Company. Systems engineering theory as related to performance, reliability, schedule, cost, maintainability, optimization, testing, and the man-machine interface.

Shtub, Avraham, Jonathan F. Bard, Shlomo Globerson, *Project Management, Engineering, Technology, and Implementation*. 1994. Prentice-Hall, Inc., ISBN: 0-13-556458-1. Offers managers, engineers, and technology experts a larger appreciation of their roles by defining a common technology, explaining the interfaces between the different disciplines used in planning and executing modern projects.

Smith, Preston G., Donald G. Reinertsen, *Developing Products in Half the Time*, 1995. Van Nostrand Reinhold, New York. ISBN: 0-442-02064-3. This book gives you the proven set of tools necessary to shorten cycle time for all types of products. It is regarded by industry experts as a “classic.”

Thompson, Leigh. *The Mind and Heart of the Negotiator*. Upper Saddle River, NJ: Prentice Hall, 2001. This book is for managers, executives, and leaders--anyone who has to negotiate with other people to attain their objectives.

Urban, Glen L., John R. Hauser, *Design and Marketing of New Products*. 1993. Simon & Schuster Company, ISBN: 0-13-201567-6. This book is for those in marketing who are looking for an in-depth exposure to new-product development. Topics include innovation strategy, opportunity identification, design process, testing and improving new products, product introduction, profit management, and implementing the process.

Verzuh, Eric, *The Fast Forward MBA in Project Management*, Third Edition. Hoboken, NJ: John Wiley & Sons, ISBN: 0-471-69284-0 (pbk).

Warren Kim. *Strategic Management Dynamics*. West Sussex, England: John Wiley & Sons, 2008.

Winston, Stephanie, *The Organized Executive*. 1985. Warner Books, Inc., ISBN: 0-446-97755-1 (pbk.). New ways to manage time, paper, and people.

Wysocki, Robert. *Effective Project Management: Traditional, Adaptive, Extreme*. Fifth Edition, Indianapolis, IN: Wiley Publishing.

Yukl, Gary. *Leadership in Organizations*, Sixth Edition. Upper Saddle River, N.J.: Prentice Hall, 2010.

