



# The Complete Project Manager's Toolkit

*Randall L Englund, Alfonso Bucero*

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This companion to The Complete Project Manager provides the tools you need to integrate key people, organizational, and technical skills. The core book establishes that success in any environment depends largely upon completing successful projects; this book gives you the means and methods to meet that goal. The hands-on, action-oriented tools in this book will help you develop a complete set of skills—the right set for you to excel in today's competitive environment.

The Complete Project Manager's Toolkit will enable you to implement the easy-to-understand, universal, powerful, and immediately applicable concepts presented in The Complete Project Manager. You may already be aware of what you need to do; this book supplies the how through:

Assessments

Checklists

Exercises

Examples of real people applying the concepts.

Use these tested methods to overcome environmental, personal, social, organizational, and business barriers to successful project management!

Although The Complete Project Manager can be used as a stand-alone book, it is designed to complement The Complete Project Manager: Integrating People, Organizational, and Technical Skills.

About the Authors

Randall L. Englund, MBA, BSEE, NPDP, CBM, is an author, speaker, trainer, professional facilitator, and consultant for the Englund Project Management Consultancy ( [www.englundpmc.com](http://www.englundpmc.com)). Formerly he was a senior project manager at Hewlett-Packard. He facilitates project management seminars for the Project Management Institute and other professional associations and teaches university courses.

Alfonso Bucero, CSE, MSc, PMP, is the founder and managing partner of BUCERO PM Consulting ([www.abucero.com](http://www.abucero.com)), where he serves as an author, speaker, trainer, and consultant. He was a senior project manager at Hewlett-Packard Spain. He received a Distinguished Contribution Award in 2010 and was designated a Fellow in 2011 by the Project Management Institute.

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