

BIBLIOGRAPHIE

Bibliographie concernant le Management de Projet

1. Les fondamentaux

Intéressants en vue de la préparation à l'épreuve écrite du niveau IPMA level D et C).

- **Gestion de projet - Compétences de base en gestion**

Auteurs : Andreas Führer, Rita-Maria Züger
Editeur : Compendio Bildungsmedien, 2011
ISBN : 978-3-7155-9523-8

ce livre reprend de manière synthétique et bien illustrée l'ensemble des compétences techniques relatives au référentiel IPMA-VZPM ICB4.

- **La conduite de projets**

Thierry Hougron
Dunod, 2003, ISBN 2-10-007392-3

Le chef de projet agit en patron d'une micro-entreprise. Acteur clé, il doit tout à la fois anticiper, gérer, assurer et communiquer. Chacune des 81 règles pour conduire le changement présentes dans ce livre résout une facette de la conduite de projet. Concrètes, elles sont accompagnées d'outils et de méthodes directement utilisables.

- **Le management de projet, principes et pratique**

AFITEP
AFNOR, 1998 ISBN 2-12-470721-3

Présentation des techniques de base de la gestion de projets.
Bonne description des différents types de projets : informatique, recherche, événementiels, etc.
Bon livre de référence sur les bases du MP

- **Le chef de projet paresseux...mais gagnant !**

Microsoft Press ISBN: 2-10-007199-8

Derrière le titre malicieux de ce livre, se cache un ouvrage tout à fait sérieux qui a pour propos de mettre à disposition du grand nombre "les bonnes pratiques" qui permettent au chef de projet d'utiliser au mieux son énergie. Ce livre est coécrit par Marc Destors directeur associé de M7 et Jean-Louis Le Bissonnais président d'honneur de l'AFITEP.

- **Effective project management**

Robert K. Wysocki, Rudd McGary
Wiley, 2003 .ISBN 0-471-43221-0

Manuel complet et pragmatique expliquant l'ensemble des méthodes et processus du management de projet, présentés selon l'axe du temps (déroulement des phases du projet). Il comprend également des exercices pratiques et un CD pour la simulation d'un projet spécifique.

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2. Pour en savoir plus

Livres de référence en français

- **Les 7 habitudes de ceux qui réalisent tout ce qu'ils entreprennent**

First Editions ISBN: 2-75400-081-X

Dans ce livre, je vous présente 7 habitudes de gagnants. Ce ne sont pas des formules de dynamisation; ni des remèdes miracles; surtout pas des trucs; mais la possibilité globale qui vous mènera à un développement individuel et social positif.

- **Guide du Corpus des connaissances en management de projet**

First Editions ISBN: 2-75400-081-X

Dans ce livre, je vous présente 7 habitudes de gagnants. Ce ne sont pas des formules de dynamisation; ni des remèdes miracles; surtout pas des trucs; mais la possibilité globale qui vous mènera à un développement individuel et social positif.

- **Les compétences pour gérer un projet**

AFNOR ISBN: 2-12-505047-1

Au cours de sa vie professionnelle, tout le monde est plus ou moins amené à participer à des projets. Ce fascicule se propose de décrire, pour chaque fonction du projet: sa définition, les compétences requises, le contexte, la formation souhaitable et la carrière possible.

- **Les processus clés du management de projet**

AFNOR Jean Le Bissonnais ISBN: 2-12-505082-X

Quel que soit le type ou la nature d'un projet, sa conduite met en jeu un système complexe de compétences et de connaissances, communes à tous les projets. Ce mémento récapitule l'ensemble des processus intervenant dans le déroulement, pour montrer la diversité de leur approche.

- **Conduite de projet Volume 1**

Les clés de l'élaboration d'un bon planning AFNOR Marcel Minana ISBN: 2-12-505026-9

Il existe diverses méthodes de planification pour y parvenir. Ce mémento s'attache particulièrement à la notion de délai et présente différentes méthodes permettant le respect de ces délais en conduite de projet en mettant l'accent sur les méthodes de planification par réseau qui offrent une vision claire du déroulement souvent complexe des processus de réalisation.

- **Techniques de suivi de projets**

Gilles Vallet

Dunod, ISBN 2-10-005-3442

Il donne aux responsables de projets les clés pour finaliser leurs projets dans les meilleures conditions. Il répond pour cela aux questions : que devient le projet fini ?

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comment structurer son suivi ? quels indicateurs mettre en place ? comment piloter l'après-projet ?

- **L'art du Management de Projet**

O'REILLY ISBN: 2-84177-420-1

épuisé

Le management de projet revêt une importance capitale dans la réalisation de projets technologiques complexes impliquant de nombreux acteurs. La capacité à manager une équipe et à la guider vers le succès s'est imposée ces dernières années comme une science en soi. Tous les projets d'envergure, si on veut qu'ils aboutissent, doivent s'appuyer sur des méthodologies et des savoir-faire bien identifiés.

- **Concevoir et lancer un projet**

Eyrolles ISBN: 978-7081-3704-2

Avoir une bonne idée est à la portée de tous. La mettre en oeuvre est le fait de quelques-uns. La clé de leur réussite? Avant d'agir, ils ont simplement pris le temps de se poser les bonnes questions. Celles qui précèdent la rédaction du business plan. Celles que se posent les investisseurs et les dirigeants pour choisir les meilleurs projets. Ce guide propose une méthode éprouvée pour réduire la probabilité d'échec de n'importe quel projet. En modélisant le processus pour passer de l'idée au plan d'action, il banalise toutes les étapes du succès. Il vous permet ainsi de valider votre idée, de tester la faisabilité de votre projet, d'obtenir l'adhésion et le soutien dont vous avez besoin.

- **Maîtrisez le coût de vos projets, manuel de coûtéance**

M Joly, J.-L. Le Bissonnais, G. Muller

AFNOR, ISBN 2-12-475012-7

épuisé

Management de projet et conduite des coûts.
Méthode design to cost.
Bonne référence sur l'aspect coût.

- **Le manager de projet : un leader**

W. Briner, M. Geddes, C. Hastings

AFNOR, ISBN 2-12-478311-4

épuisé

Aspects humains et assistance au changement.

Reference books in English

- **ICB IPMA Competence Baseline Version 3.0**

International Project Management Association

download from the IPMA website : www.ipma.ch

The IPMA Competence Baseline (ICB) defines the main professional background for the IPMA universal four-level certification system. The ICB is based upon project management theory combined with the practices and demands from some 46 member associations. It is the common framework document which all IPMA Member Associations and Certification Bodies abide by to ensure that consistent standards are applied.

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- **Effective project management**

Robert K. Wysocki, Rudd McGary
Wiley, 2003 .ISBN 0-471-43221-0

This book covers traditional methods of project management as well as adaptive and extreme approaches. Unlike other project management books that simply give abstract advice, this timely book mentors you through a series of real-world exercises and adheres to the Project Management Institute's Body of Knowledge, 2000 Edition.

- **Project Management ToolBox**

Wiley, 2003 ISBN: 0-471-20822-1

When there is no time for theory - just effective, systematic methods for planning and controlling projects - open the Project Management ToolBox. It provides more than fifty tools and techniques that ensure a seamless performance of orderly project activities resulting in fast, repeatable, high-quality products in any industry.

- **Project Management for Managers**

Mihály Görög and Nigel J. Smith ISBN: 1-880410-54-0

Project Management for Managers is a wonderfully practical book written by industry professionals revered as the project management philosophers of the new millennium. Görög and Smith believe that transition management is project management and offer insights into the field that would be hard to find anywhere else! At the heart of this book are an organization's strategic goals - where a firm wants to go and what it wants to become in the future. From start to finish, you will find all the information you will need to examine, analyze and eventually understand, appreciate and implement philosophies designed to help you realize your future goals. This is the book every project management practitioner needs!

- **Translating Corporate Strategy into Project Strategy**

Peter Morris, PhD and Ashley Jamieson, MS ISBN: 193069937-9

Considered the new "silver bullet" in guiding corporate strategy, Translating Corporate Strategy into Project Strategy, examines how project management tools and principles can be used to effectively advance business strategy. Through case studies from a variety of industries, the authors demonstrate how successful organizations move beyond mission statements and five-year plans to create the processes that are necessary to carry out time-oriented goals and projects.

In addition to examining these successes, the authors also identify effective strategy implementation processes, define the relevant terms using the standards of PMI's PMBOK® Guide, outline staff roles and responsibilities, and offer several different models of personnel structure and capabilities that reflect project management principles and methods. Offering a compelling look into yet another way the project management profession is impacting business results, this book is an indispensable tool for business leaders at all levels.

- **The Fast Forward MBA in Project Management**

Eric Verzuh ISBN: 0-471-69284-0

An updated and revised edition of a bestselling guide to project management. The first edition of The Fast Forward MBA in Project Management sold over 100,000 copies and has been widely adopted in university courses and corporate training programs around

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the world. The book teaches the basic methods for defining, planning, and tracking a project, as well as techniques for leading and building strong project teams. This new edition includes: downloadable, customizable project management forms; study aids for passing the popular PMP certification exam; guidelines for building high-performance project teams and new examples of project management at work in the 21st century.

Eric Verzuh (Seattle, WA) is certified by the Project Management Institute and is President of The Versatile Company, which delivers project management training and consulting services to such companies as Adobe Systems, Inc., GE, Lockheed Martin, Nordstrom, and the United States Postal Service. A must read for any professional working in today's increasingly project-oriented world. This guide presents managers and team members with proven techniques for managing projects - from establishing project objectives to building a realistic schedule and cost projections. While it does cover basic principles, this continuing educational resource goes one step further by showing readers how to use these tools to build stronger teams and become a more effective team leader. In an accessible, user-friendly format, the author explains the time-tested principles of project management that have been successful around the world.

- **Organizing Projects for Success**

Vijay K. Verma ISBN: 1-880410-40-0

How do project management practitioners get anything done? It would seem impossible, given their substantial responsibilities and reliance upon the cooperation of other project stakeholders for their success. In *Organizing Projects for Success*, Vijay Verma shows how understanding the issues of authority, accountability, reliability and responsibility, along with knowing how to delegate effectively and gain committed project participants, can make or break good project management. He also shows how even the best soft skills can be overridden by an organizational structure that does not support management by-products.

- **Combined Standards Glossary**

Project Management Institute, Inc, USA (James R. Snyder Center for Project Management Knowledge & Wisdom) ISBN: 1-930699-49-2

PMI's Combined Standards Glossary is the resource to which project managers, students, and business leaders turn to understand the specialized terms that form the unique lexicon of project management.

The Combined Standards Glossary interfiles, in alphabetical order, all glossary terms from the currently published PMI standards publications, including: *A Guide to the Project Management Body of Knowledge (PMBOK® Guide) - Third Edition*, *Construction Extension to A Guide to the Project Management Body of Knowledge - 2000 Edition*, *Government Extension to A Guide to the Project Management Body of Knowledge - 2000 Edition*, *Organizational Project Management Maturity Model (OPM3®)*, *Practice Standard for Earned Value Management (PS-EVM)*, *Practice Standard for Work Breakdown Structures (PS-WBS)*, *Project Manager Competency Development (PMCD) Framework*.

- **Practice Standard for Work Breakdown Structures**

Project Management Institute, USA ISBN: 1-880410-81-8

This is the first practice standard that PMI has ever developed to complement its global standard for the profession, *A Guide to the Project Management Body of Knowledge*

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(PMBOK® Guide)-2000 Edition. This book provides an introduction to the Work Breakdown Structure (WBS) concept, defines it, discusses the benefits of using a WBS, demonstrates how to build and evaluate one.

An exciting feature is the inclusion of 11 industry-specific WBS examples: Oil, gas and petrochemical (OGP); Environmental Management; Proceeds Improvement; Pharmaceutical; Proceeds Plant Construction; Service Industry Outsourcing; Web Design; Telecommunications; Refinery Turnaround; Government Design-Bid-Build; and Software Implementation.

- **The Standard for Portfolio Management**

Project Management Institute, USA ISBN: 193069990-5

Make your mission and vision a reality.

- **The Standard for Program Management**

Project Management Institute, USA ISBN: 193069954-9

This book describes the processes and provides guidance for managing multiple projects and non-project activities within a program environment.

- **Project Manager Competency Development Framework**

Project Management Institute, USA ISBN: 1-880410-97-4

Are you ready to excel to the next level of project management? This book can help. The Project Manager Competency Development Framework enables you to clearly recognize the interdependencies between your job knowledge, skills and behavior - and uncover outmoded or faulty practices that may be hindering your success. Researched by senior level PMI members for four years, the Project Manager Competency Development Framework will help you to: Identify project stakeholders and create a stakeholder management plan; Establish an approval process for project deliverables; Implement a schedule change control system; develop project team policies and procedures; and Check to ensure the accuracy of data provided by others.

PMI's Framework gives project managers the tools they will need, while teaching employers the benefits of supporting project management practitioners throughout the process - a winning combination!

- **A Guide to the Project Management Body of Knowledge (4th edition)**

Project Management Institute, USA

It's hard to imagine a time when A Guide to the Project Management Body of Knowledge (PMBOK® Guide) wasn't around. Yet, just twenty years ago, PMI volunteers first sat down to distill the project management body of knowledge. Their hard work eventually became the PMBOK® Guide, now considered one of the most essential tools in the profession and is the de facto global standard for the industry. With more than a million copies of the PMBOK® Guide-2000 Edition in use, PMI has received numerous positive comments and suggestions for improvements. Methodical updates occur on a four-year cycle to ensure PMI's commitment to continually improve and revise the information contained in this essential reference manual. So how do you make the best even better? PMI is doing this by once again setting the bar higher and raising the level of information included. Users will find a number of changes when they upgrade from the PMBOK® Guide-2000 Edition. One of the most important changes is the criteria for included information, which evolved from "generally accepted on most projects, most of the time"

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to "generally recognized as good practice on most projects, most of the time." Unique to the PMBOK® Guide-Third Edition is the increased clarity and emphasis on processes, including highlighting that the five Process Groups are the key to the management of projects. Efforts also have been made to ensure better consistency of material within and between chapters and to make sure that all figures and tables throughout have been updated for clarity and completeness. Furthermore, an expanded index and glossary reflect the changes that the project management industry has seen during the four years since the previous edition. As the updated official standard of the world's leading project management organization, PMBOK® Guide.

- **Risk and decision analysis in Projects**
Project Management Institute, USA ISBN: 1-880410-28-1

Is there anything more important to the success of a project than making good decisions? This skill is certainly at or near the top of the list. Yet, few of us have had formal training in decision making. Decision analysis is the discipline that helps people choose wisely under conditions of uncertainty. This book introduces risk and decision analysis applied to project management.

- **Project management for business and engineering**
John M Nicholas
ISBN 0-7506-7824-0
Manuel très complet et détaillé sur le management de projet.

3. Normes en matière de management de projet

Attention : les ouvrages ci-dessous ne sont pas des manuels d'apprentissage du management de projet

- **Référentiel pour la certification IPMA level A, B, C, D**
IPMA – VZPM ICB4 en fr, de, en (à télécharger du site VZPM : www.vzpm.ch)

Livre de référence pour la certification IPMA
- **Corpus des connaissances en management de projet (guide PMBOK)**
PMI standard 6^{ème} ed.

Livre de référence pour la certification PMI
- **Dictionnaire de management de projet**
AFITEP
AFNOR, 2000, ISBN 978-2-12-484351-0

Plus de 1'000 termes français définis et analysés.
Correspondance : français – anglais – allemand – espagnol – portugais - russe

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4. Autres listes d'ouvrages sur le management de projet

Site SMP : www.project-management.ch
Site IPMA : www.ipma.world
Site VZPM : www.vzpm.ch
Site PMI : www.pmi.org