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# A Project Manager's Book of Forms: A Companion to the PMBOK Guide

By Cynthia Snyder Stackpole



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### A compendium of ready-made forms for managing every project in line with the latest PMBOK® Guide—Fifth Edition

This valuable companion to the Project Management Institute's *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*—Fifth Edition presents a comprehensive and practical set of forms and reports that help project managers apply the concepts and practices described in the *PMBOK® Guide*.

Designed specifically to assist both new and experienced project managers in handling all aspects of a project, this edition of *A Project Manager's Book of Forms* contains forms that cover all the process groups: initiating, planning, executing, monitoring and controlling, and closing. It also includes some forms not mentioned in the *PMBOK® Guide*, which you will find helpful in managing your project.

Use the forms as a guide in collecting and organizing project information, or as a template for ensuring a set of consistent data on all projects. The forms can also be adopted on an organizational level to enable a repeatable approach to project management.

Completely editable electronic versions of all the blank forms, in Microsoft Office-compatible format, are available on an accompanying website. You may use them as is or tailor them to your own needs.

The *PMBOK® Guide* covers the processes for managing a project; this book gives you a handy road map of forms to use to make every project just a bit smoother from start to finish.

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### Editorial Review

Amazon.com Review

### Q & A with author Cynthia Stackpole Snyder



Cynthia Stackpole Snyder

#### **What led you to write this book?**

A few years ago I was looking through the *PMBOK Guide* trying to figure out how to create a form for one of the processes, and I realized that it wasn't that easy. I thought that it would be really helpful if there were forms that went with the *PMBOK Guide* so it would be easy to implement the processes described in the guide. You can get a lot of different forms for managing projects, but I knew it would be most helpful if there was a set of forms that was specifically aligned with the acknowledged standard for project management.

#### **Why is there a new edition of the *Book of Forms*?**

*The Book of Forms* updates in conjunction with the *PMBOK Guide*. Because the *PMBOK Guide* is now in the Fifth Edition, and there are substantial changes from the Fourth Edition, the *Book of Forms* needed to be updated to align with the latest edition to keep the content fresh.

#### **Why do professionals need a book like this?**

I think this book makes it easy for project managers who are operating in an organization without a lot of existing templates to organize and document information necessary to effectively manage their projects. I think these forms can be especially helpful for new project managers who don't have a good grasp on how to organize their thoughts and the work of the project team. More experienced project managers will want to tailor the forms to meet their specific needs. The forms are very easy to tailor; I tailor them frequently when I manage projects.

#### **Why is the new *Project Manager's Book of Forms* a must-have book?**

There is a form in here for every plan and key output in the *PMBOK Guide*. Why spend the time and effort creating your own version of forms when there is a one-stop book that has over a hundred pages of forms to help manage projects? This book can save time and effort, and help people do their jobs more efficiently and

effectively.

#### About the Author

**CYNTHIA STACKPOLE SNYDER, PMP, EVP, MBA**, is a well-known project management consultant and was the project manager for the team that updated PMI's *Project Management Body of Knowledge*—Fourth Edition. She is also the author of *A User's Manual to the PMBOK® Guide*, now in its second edition.

#### Users Review

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