**Key Figures from: “The PM Answer Book”** (Jeff Furman, PMP)

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| “Top 10 Pitfall Lists” (at the back of each chapter) | ***Top 10 Pitfalls of:***   * 14 **(Initiating),** * 31 **(Planning),** * 48 **(Requirements / WBS),** * 84 **(Time Mgmt),** * 120 **(Cost Mgmt),** * 161 **(Quality Mgmt),** * 191 **(RISK Mgmt),** * 222 **(Procurement:**   from both the buyer  side & the seller side)   * 249 **(Ethics),** * 275 **(Communications:**   for both written & F2F)   * 347 **(Leadership)** * 379 (**PMP Exam & the**   **Certification Process)** |