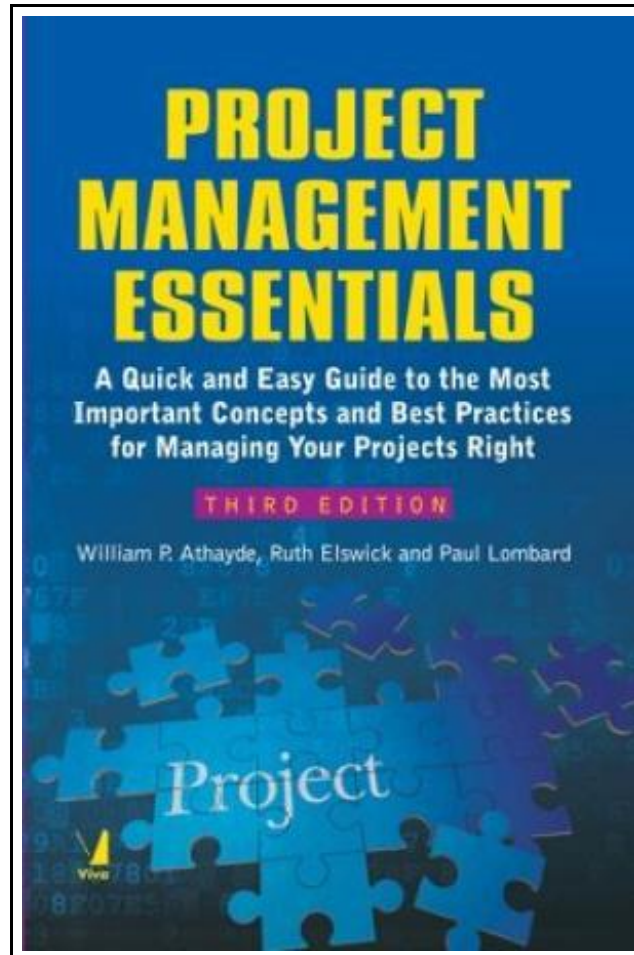


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


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PROJECT MANAGEMENT ESSENTIAL: A QUICK AND EASY GUIDE TO THE MOST IMPORTANT CONCEPTS AND BEST PRACTICES FOR MANAGING YOUR PROJECTS (THIRD EDITION)



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Viva Books Private Limited, 2015. Softcover. Book Condition: New. 3rd edition. Description: For readers new to project management or those who need to refresh their knowledge, *Project Management Essentials, Third Edition* is the quickest and easiest way to learn how to manage projects successfully. The concepts presented are not rocket science. They're just common sense. The simple techniques and templates in this book provide readers with the essential tools they'll need to be effective project managers. It's as simple as that. Readers will learn: How to plan well-to decide on the right things to do and do them right The key skills and knowledge they'll need to be effective project managers How to create an effective charter to start projects off right Guidelines for building a usable project plan Tips for breaking project work into manageable pieces Techniques for accurately estimating project cost and schedule How to build a team and about the different leadership styles they might apply to manage it Strategies to deal with conflict, change, uncertainty, and risk How to report on the progress of the project and keep everyone concerned happy *Project Management Essentials* is written in short, clear chapters to make project management more easily understood. The authors, all valued senior faculty of PM College, use both their business experience and their academic backgrounds to make these chapters come alive. Contents: List of Exhibits Acknowledgements Foreword Introducing ? Project Management! Selecting the Right Projects Initiating the Project Planning to Succeed Project Cost and Budget Scheduling the Project The People Side of Project Management Managing Project Risk Executing the Project Monitoring and Controlling the Project Closing the Project Lessons Learned ? And Used Notes Suggested Readings Index About the Authors and Editor Printed Pages: 240.

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