How To Run Successful Projects The Silver Bullet Iii

MEET YOUR GOALS—ON TIME AND ON BUDGET. How do you rein in the scope of your project when you've got a group of demanding stakeholders breathing down your neck? And map out a schedule everyone can stick to? And motivate team members who have competing demands on their time and attention? Whether you're managing your first project or just tired of improvising, this guide will give you the tools and confidence you need to define smart goals, meet them, and capture lessons learned so future projects go even more smoothly. The HBR Guide to Project Management will help you: Build a strong, focused team Break major objectives into manageable tasks Create a schedule that keeps all the moving parts under control Monitor progress toward your goals Manage stakeholders' expectations Wrap up your project and gauge its success

Project Requirements: A Guide to Best Practices gives project managers tools they can assimilate and apply easily to improve project success rates, reduce development costs, reduce rework, and accelerate time to market. Based on experience and best practices, this valuable reference will help you: • Clarify real requirements before you initiate project work • Improve management of project requirements • Save time and effort • Manage to your schedule • Improve the quality of deliverables • Increase customer satisfaction and drive repeat business Project Requirements: A Guide to Best Practices provides project managers with a direct, practical strategy to overcome requirements challenges and manage requirements successfully.

Shortening project time is of vital importance in all high-tech fields, but particularly in software development. This how-to book describes a radical technique for doing just that. Taking an approach adopted from the motion picture industry, this innovative resource teaches how to utilize techniques such as "strip boarding" to ensure proper planning that greatly reduces project time and cost while improving effectiveness. Equip yourself with SOFTWARE PROJECT SURVIVAL GUIDE. It's for everyone with a stake in the outcome of a development project--and especially for those without formal software project management training. That includes top managers, executives, clients, investors, end-user representatives, project managers, and technical leads. Here you'll find guidance from the acclaimed author of the classics CODE COMPLETE and RAPID DEVELOPMENT. Steve McConnell draws on solid research and a career's worth of hard-won experience to map the surest path to your goal--what he calls "one specific approach to software development that works pretty well most of the time for most projects." Nineteen chapters in four sections cover the concepts and strategies you need for mastering the development process, including planning, design, management, quality assurance, testing, and archiving. For newcomers and seasoned project managers alike, SOFTWARE PROJECT SURVIVAL GUIDE draws on a vast store of techniques to create an elegantly simplified and reliable framework for project management success. So don't worry about wandering among complex sets of project management techniques that require years to sort out and master. SOFTWARE PROJECT SURVIVAL GUIDE goes straight to the heart of the matter to help your projects succeed. And that makes it a required addition to every professional's bookshelf.

Acquisitions and joint ventures have a good chance of success if they are implemented by appropriately trained teams with adequate preparation and pre-established procedures. Triantis discusses the resources and preparation required before acquisitions or joint ventures are attempted, and clearly lays out the roles and responsibilities of project participants. A practitioner with years of experience in strategic business development, Dr. Triantis identifies key issues, activities, and the sequence of events in screening, evaluating, negotiating, and implementing acquisitions and joint ventures, and the special challenges in conducting them internationally. Highly detailed, with a unique viewpoint that challenges prevailing orthodoxies, Dr. Triantis's step-by-step approach will be valuable not only for corporate M&A staffers but also for college-level teachers and students.

Learn the Best Practices That Make the Difference Between Troubled Projects and Consistently Successful Projects There's no better way to learn the nuts and bolts of a profession than by having a mentor at your side. But most project managers and leaders don't have that advantage — and that's why Neal Whitten wrote this book. Having Neal Whitten's No-Nonsense Advice for Successful Projects on hand is like having a mentor to guide you at every turn in the road. Neal shows you how to avoid a painful learning curve with a set of best practices for leading consistently successful projects. In this book, Neal distills his 30 years of experience into tips and strategies that are easy to learn and apply to your projects. These strategies will give you a decisive competitive edge in leading projects and working with stakeholders, clients, and team members. Learn How to: • Run your project like you'd run your own business • Become a "benevolent dictator" for the most effective leadership • Recognize and deal with professional immaturity • Deal with difficult people • Master behaviors that will make your team leaders' jobs easier and benefit your own career • Assess if you're too soft — and learn to make unpopular decisions if they're necessary to project success • Create a culture that fosters the success of your project • Gain the respect of your team members • Avoid making long-term project commitments • Manage to your top three problems

Today, the voluntary sector expects and is expected to deliver high quality services that match the standard of those provided by the statutory and commercial sectors. It is vital that people who work in the sector have the appropriate skills to meet this challenge. This book is an introduction to the processes and techniques of project management. It is designed to enable project managers in the community and voluntary sectors to work in a more efficient and more effective way. It is tailored to the requirements of the voluntary sector and is designed to be easy to understand, and to concentrate on the practicalities.

"I expected good, but this is great." -Janet Pirus Phelps, Principle, Strategic CFO, Former CFO Papa Murphy's Pizza Gaps . . . holes in your organization where tasks fall and failure breeds. They inhibit your ability to implement strategic plans, lead people, and run successful projects. Daily, executives, middle managers, and project managers wrestle with "the big six": Absence of common understanding Disengaged executive sponsors Misalignment with goals Poor change management Ineffective governance Lackluster leadership Ignoring any of these gaps will hex any strategy or project. They regularly destroy hundreds of companies' ability to turn their corporate vision into business value—taking careers with them. Filling Execution Gaps addresses the sources of these gaps, and how to fill them. Without any one of these important functions, projects fail. Without change management, adoption suffers. Without common understanding, there is confusion. Without goals, business units, and capabilities aligned, execution falters. Without executive sponsorship, decisions languish. Too little governance allows bad things to happen, while too much governance creates overburdening bureaucracy. Without leadership at all levels of the organization, people are directionless. Using decades of experience, years of research, and interviews with hundreds of business leaders, Todd Williams illustrates how to fill these gaps, meet corporate goals, and increase value. An excellent review of this book appears here: https://www.linkedin.com/pulse/improving-project-execution-filling-gaps-murray-pmp-ms Click below to read an interview with the author: https://www.linkedin.com/pulse/filling-organization-gaps-successful-project-part-1-naomi/ https://www.linkedin.com/pulse/filling-organization-gaps-successful-project-part-2-naomi/?published=t Facebook users can access an interview on "Project Management Cafe" here: https://www.facebook.com/groups/projectmanagementcafe/permalink/1975750702698459/ Related blogs can be accessed here: https://www.projectmanager.com/blog/project-execution https://www.strategyex.co.uk/blog/pmoperspectives/strategy-from-the-bottom-up/ Check out his August 27, 2018 interview here: https://www.yegor256.com/shift-m/2018/34.html

The one primer you need to launch, lead, and sponsor successful projects. We're now living in the project economy. The number of projects initiated in all sectors has skyrocketed, and project management skills have become essential for every leader and manager. Still, project failure rates remain extremely high. Why? Leaders oversee too many projects and have too little visibility into them. Project managers struggle to translate their hands-on, technical knowledge up to senior management. The result? Worthy projects are starved of time and

resources and fail to deliver benefits, while too much investment goes into the wrong projects. To compete in the project economy, you need to close this gap. The HBR Project Management Handbook shows you how. In this comprehensive guide, project management expert Antonio Nieto-Rodriguez presents a new and simple framework that will increase any project's likelihood of success. Packed with case studies from many industries worldwide, it will teach you how to manage your organization's projects, strategic programs, and agile initiatives more effectively and push the best ones ahead to completion. Timeless yet forward-looking, this book will help you win in the project-driven world. In the HBR Project Management Handbook you'll find: Everything you need to know about project management in practical, nontechnical language A definitive taxonomy of project types, from product launches to digital transformations to megaprojects A road map for becoming an effective project leader and executive sponsor A new, simple, and universal project framework, the Project Canvas, that breaks down any project into essential building blocks that can be easily understood by all project stakeholders Original concepts and exclusive case studies from public- and private-sector organizations worldwide You'll learn: A common language for project managers and executives to run successful projects across your organization When to use agile, traditional, or hybrid methods in your projects The twelve principles of successful projects, including purpose, agility, and a focus on outcomes Techniques for selecting and advancing the best projects and managing a strategic and balanced project portfolio How today's projects will help address some of the most pressing global trends, including automation, sustainability, diversity, and crisis management Why project management needed to be reinvented and what the future holds HBR Handbooks provide ambitious professionals with the frameworks, advice, and tools they need to excel in their careers. With step-by-step guidance, time-honed best practices, and real-life stories, each comprehensive volume helps you to stand out from the pack—whatever your role.

Business is becoming increasingly project-based and our ability to manage projects has become one of the key skills for success as managers and businesspeople. This compact guide, written by a leading project management expert, gets to the heart of successful project management. Project management is not complicated - many projects may be complicated, but project management itself is not. By following a set of simple rules and applying simple techniques, there will be no need for the expensive project failures that we often see. Moreover, as this book shows, projects can be significantly shortened by again using simple ideas and techniques. Anyone who manages projects will find this book helps them to save time, effort, resources, and money.

To support the broadening spectrum of project delivery approaches, PMI is offering A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Sixth Edition as a bundle with its latest, the Agile Practice Guide. The PMBOK® Guide – Sixth Edition now contains detailed information about agile; while the Agile Practice Guide, created in partnership with Agile Alliance®, serves as a bridge to connect waterfall and agile. Together they are a powerful tool for project managers. The PMBOK® Guide – Sixth Edition – PMI's flagship publication has been updated to reflect the latest good practices in project management. New to the Sixth Edition, each knowledge area will contain a section entitled Approaches for Agile, Iterative and Adaptive Environments, describing how these practices integrate in project settings. It will also contain more emphasis on strategic and business knowledge—including discussion of project management business documents—and information on the PMI Talent Triangle™ and the essential skills for success in today's market. Agile Practice Guide has been developed as a resource to understand, evaluate, and use agile and hybrid agile approaches. This practice guide provides guidance on when, where, and how to apply agile approaches and provides practical tools for practitioners and organizations wanting to increase agility. This practice guide is aligned with other PMI standards, including A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Sixth Edition, and was developed as the result of collaboration between the Project Management Institute and the Agile Alliance.

The corporate market is now embracing free, "open source" software like never before, as evidenced by the recent success of the technologies underlying LAMP (Linux, Apache, MySQL, and PHP). Each is the result of a publicly collaborative process among numerous developers who volunteer their time and energy to create better software. The truth is, however, that the overwhelming majority of free software projects fail. To help you beat the odds, O'Reilly has put together Producing Open Source Software, a guide that recommends tried and true steps to help free software developers work together toward a common goal. Not just for developers who are considering starting their own free software project, this book will also help those who want to participate in the process at any level. The book tackles this very complex topic by distilling it down into easily understandable parts. Starting with the basics of project management, it details specific tools used in free software projects, including version control, IRC, bug tracking, and Wikis. Author Karl Fogel, known for his work on CVS and Subversion, offers practical advice on how to set up and use a range of tools in combination with open mailing lists and archives. He also provides several chapters on the essentials of recruiting and motivating developers, as well as how to gain much-needed publicity for your project. While managing a team of enthusiastic developers -- most of whom you've never even met -- can be challenging, it can also be fun. Producing Open Source Software takes this into account, too, as it speaks of the sheer pleasure to be had from working with a motivated team of free software developers.

#1 NEW YORK TIMES BESTSELLER • More than two million copies in print! The premier resource for how to deliver results in an uncertain world, whether you're running an entire company or in your first management job. "A must-read for anyone who cares about business."—The New York Times When Execution was first published, it changed the way we did our jobs by focusing on the critical importance of "the discipline of execution": the ability to make the final leap to success by actually getting things done. Larry Bossidy and Ram Charan now reframe their empowering message for a world in which the old rules have been shattered, radical change is becoming routine, and the ability to execute is more important than ever. Now and for the foreseeable future: • Growth will be slower. But the company that executes well will have the confidence, speed, and resources to move fast as new opportunities emerge. • Competition will be fiercer, with companies searching for any possible advantage in every area from products and technologies to location and management. • Governments will take on new roles in their national economies, some as partners to business, others imposing constraints. Companies that execute well will be more attractive to government entities as partners and suppliers and better prepared to adapt to a new wave of regulation. • Risk management will become a top priority for every leader. Execution gives you an edge in detecting new internal and external threats and in weathering crises that can never be fully predicted. Execution shows how to link together people, strategy, and operations, the three core processes of every business. Leading these processes is the real job of running a business, not formulating a "vision" and leaving the work of carrying it out to others. Bossidy and Charan show the importance of being deeply and passionately engaged in an organization and why robust dialogues about people, strategy, and operations result in a business based on intellectual honesty and realism. With paradigmatic case histories from the real world—including examples like the diverging paths taken by Jamie Dimon at JPMorgan Chase and Charles Prince at Citigroup—Execution provides the realistic and hard-nosed approach to business success that could come only from authors as accomplished and insightful as Bossidy and Charan.

Updated concepts and tools to set up project plans, schedule work, monitor progress-and consistently achieve desired project results.In today's time-based and cost-conscious global business environment, tight project deadlines and stringent expectations are the norm. This classic book provides businesspeople with an excellent introduction to project management, supplying sound, basic information (along with updated tools and techniques) to understand and master the complexities and nuances of project management. Clear and down-to-earth, this step-by-step guide explains how to effectively spearhead every stage of a project-from developing the goals and objectives to managing the project team-and make project management work in any company. This updated second edition includes: * New material on the Project Management Body of Knowledge (PMBOK) * Do's and don'ts of implementing scheduling software* Coverage of the PMP certification offered

by the Project Management Institute* Updated information on developing problem statements and mission statements* Techniques for implementing today's project management technologies in any organization-in any industry.

A pragmatic approach to project management Many projects fail to deliver on time or on budget, or even to deliver a workable product that satisfies the customer. While good project management goes a long way towards ensuring success, managers often fail to follow the plans they implement. This unique guide helps you understand and successfully handle project management, once and for all. Covering practical ways to solve problems you'll typically face when managing actual projects, this pragmatic book takes you through a full project management lifecycle. You'll find ample tips, tricks, and best practices--all richly illustrated with real case studies. Find out how to plan for risk, get wayward projects back on track, manage a whole portfolio of projects, and much more. Each topic in the book is mapped to the exam topics of the PMP® Certification Exam, so PMP certification candidates can also use this book for test prep. The book's companion web site offers downloadable forms, templates, and checklists. Explains project management for the real world using a pragmatic approach that includes field-tested techniques, case studies to illustrate concepts, helpful tips and tricks, and downloadable content Guides you to project management success by providing friendly advice, as if you had a friend or project management consultant at your side, discussing issues Explores how to run successful meetings, how to get wayward projects back on track, planning for risk, and how to manage multiple projects Manage your next project with a personal consultant: your own copy of Your Project Management Coach: Best Practices for Managing Projects in the Real World. (PMP is a registered marks of the Project Management Institute, Inc.)

This book offers you practical, real-world steps to creating a Structured Project Management (SPM) system throughout your organization. Based on the ten steps in best-selling author Fergus O'Connell's previous book, How to Run Successful Projects, this book expands on that concept to offer a thorough solution to keeping today's high-tech companies competitive, on budget, and on schedule.

Projects are the engines that drive innovation from idea to commercialization. In fact, the number of projects in most organizations today is expanding while operations is shrinking. Yet, since many companies still focus on operational excellence and efficiency, most projects fail--largely because conventional project management concepts cannot adapt to a dynamic business environment. Moreover, top managers neglect their company's project activity, and line managers treat all their projects alike--as part of operations. Based on an unprecedented study of more than 600 projects in a variety of businesses and organizations around the globe, "Reinventing Project Management" provides a new and highly adaptive model for planning and managing projects to achieve superior business results.

Make Better Decisions While Managing Projects! Decision-making is critical in project management. Lack of decision-making knowledge, avoidable mistakes, and improper definitions can negatively impact your company's ability to generate profit. The Project Manager's Guide to Making Successful Decisions is a practical handbook that focuses on the significance of project decision-making skills that will all you to reach workable and effective results. This valuable resource highlights numerous decisions necessary to support the project management life cycle, presents various techniques that facilitate the decision-making process, provides an overview of decision analysis as it relates to project management, and much more! + Understand different types of decision-making processes and cycles + Recognize how to frame the decision and gather better information + Define alternatives and assessments to make the right decision + Analyze short case studies demonstrating project decision making success

How to Run Successful Projects IIIThe Silver BulletPearson Education

Fast Projects is the ultimate project management guide that ensures your projects not only succeed, but are delivered early and increase profit.

Project management is not easy—it is a complicated, multilayered matter, whether you manage projects for your entire company, for a department or just your own projects. And using a management software program isn't enough, as many project managers painfully learn. This book takes you through 10 steps that, if you follow them correctly, will lead to successful project management.

This book provides a universally applicable project management method - the principles, processes and techniques that enable individuals and organisations successfully to deliver their projects within time, cost and quality constraints. This new edition has been designed to place more emphasis on the principles that underpin successful project management and to provide clear guidance on how to apply these principles to the organisational context within which projects are operating.

How important are soft skills in managing a project? How many times have you sat through a dull and ineffective meeting? Have your projects fallen short because of a lack of focus or scope? Do you struggle to lead teams that are quarrelsome or unproductive? Don't let yourself be plagued by these problems anymore. Project management is a delicate combination of art and science, and any manager who hopes to become successful must be aware of this fact. This balance is examined in this quintessential guide to making your projects run smoothly and successfully. Deepak Pandey explains the subtle but critical aspects of project management. He covers such details as how to build a team, manage relationships with stakeholders, and close communication gaps. Deepak shows readers how to think through the essentials by breaking down the project into easily organized and tightly-focused sections. By following the key points of his guide, you'll be able to create an effective, thriving team and achieve your project's goals.

Assessing IT Projects to Ensure Successful Outcomes is a comprehensive reference guide that focuses on the assessment of IT projects. Organised into five main sections (Approach, Plan, Collect Information, Assess and Recommend, Package and Present), interspersed with case studies based on the author's extensive experience delivering projects, the book provides exhaustive guidance on structuring and conducting an IT project assessment, from planning to presentation.

Since it was first published in 1997, Creating an Environment for Successful Projects has become a landmark work that shows how to develop project management as an organizational practice. This second edition offers solid, results-oriented advice on how upper management can create an environment that supports the success of special projects and the development of new products. The book also includes a wealth of examples from the authors' workshop participants and readers of the first edition who have successfully implemented these concepts within their organizations. New in the second edition: Ideas and practices about portfolio management to achieve greater overall success from a portfolio of projects Advice for helping project teams come together to become more effective Information for

developing the chief project officer Suggestions for implementing project management information systems More descriptions about organizations and people who have used these principles to develop vastly improved environments

You've been given a project to run. You know you need to get it right, but you don't know what you need to do and in what order to make sure it all runs smoothly and you come out of it looking great. You need Project Management Step by Step. Almost every manager and businessperson finds at some time they need to complete a task that has sufficient complexity and importance that an ad-hoc approach to getting it done is just not enough. Managers in this common situation need the structure and rigour of a project management approach, yet very few managers are formally trained in project management or have the inclination, time or finances to become trained. They need an approach they can feel confident is sufficiently robust to ensure their success, but also simple enough to be immediately applicable. Project Management Step by Step provides the solution to this problem; a practical and immediate way to become a competent project manager. The digital world is growing and changing at a rate that can seem overwhelming to those project managers who have to keep up with it to build customer-facing solutions and applications. It's rare for project managers working in this field to be provided with much direction or a process by which to carry out a project, and there has been almost nothing available specific to these types of projects in the literary marketplace. Digital Project Management: The Complete Step-by-Step Guide to a Successful Launch was developed to fill this gap by providing the knowledge, best practices, and proven steps to successfully manage digital projects from end-to-end and was created to be easily adaptable to different project types and technological advances.

The essential elements of project success packaged in an easy to apply and common sense approach which thousands of readers will attest works.

PRINCE2 is firmly established as the world's most practiced method for project management and is globally recognized for delivering successful projects. The updated 2017 guidance, its first since 2009, places a strong emphasis on the scalability and flexibility of the method and on how best to tailor it to the complexity and specific requirements of a project. The best practice represented by the PRINCE2 method is supported by a scheme that offers three levels of certification: Foundation, Practitioner and Professional. The PRINCE2 method comprises of seven themes, principles, and processes and equips practi-tioners with the skills and knowledge to manage projects in a wide range of environments.

Now in its third edition, this project management classic has been updated with an array of field-tested tools to help upper management ensure the success of projects within organizations. For over twenty years, Creating an Environment for Successful Projects has been a staple for upper managers who want to help projects succeed. This new edition includes case studies from companies that have successfully applied the approach, along with practical tools such as templates, surveys, and benchmark reports for savvy leaders who want to ensure project success throughout their organizations. The insights in this book will help management speed projects along instead of getting in their way. All too often, well-intentioned managers put roadblocks in the team's way instead of empowering them with the tools they need to succeed. This approach to project environments, grounded in decades of research and practice, will help you make your organization the most project-friendly it's ever been. Organizational changes rarely work unless upper management is heavily involved. Although project managers are most closely responsible for the success of projects, upper managers are the ones who ultimately create an environment that supports those projects. The way upper managers define, structure, and act toward projects has an important effect on the success or failure of those projects and, consequently, the success or failure of the organization. This book helps all managers understand the need for project management changes and shows how to develop project management as an organizational practice.

Do you know how to kick off a project effectively? Are you confused about what you should cover in your kick off meeting presentation? Project Kickoff will show you how to run a successful kickoff meeting in simple steps. If you're a project manager who leads teams on customer-facing projects, then this book is for you. It's a super-short book that'll help you spend less time on preparing for your kickoff meeting, and more time on delivering it. It also includes downloadable templates and scripts that will help you save time. Here's a partial list of what's covered: What to include in your project kickoff agenda, and who to share it with before your external kickoff meeting. How to kickoff a meeting the right way by running through the agenda and having brief introductions. How to leverage your project sponsor to motivate the team. How to list out the project goals, along with your project assumptions and constraints to avoid any potential miscommunication down the line. The best practices of including a team organization chart and a high-level schedule so that you manage expectations the right way. Why you should cover a change management process and communication plan. How to end a project kickoff meeting properly by including a next steps section and a Q&A session. The most important thing you should do after your project kickoff meeting ends. A downloadable sample project kickoff agenda and project kickoff template. The book is divided into three sections: Section I: Before Your Project Kickoff Meeting Draft the Agenda Gather Feedback Prepare the Presentation Hold an Internal Kickoff Meeting Schedule the External Kickoff Meeting Section II: During Your Project Kickoff Meeting Welcome and Rundown of Agenda Introductions Project Sponsor Update Project Goals Team Organization Chart High-Level Schedule Project Assumptions and Constraints Communication Plan Change Management Process Milestone Signoff and Invoicing Process Technical Update Other Considerations Next Steps Q&A Session Wrap Up Section III: After Your Project Kickoff Meeting Send an Update Follow Up on Action Items Free Bonus As a free bonus for purchasing this book, you'll get a Free Project Kickoff Meeting Template ppt (a PowerPoint file) that helps you save time in creating your own. You'll also get a Free Project Kickoff Meeting Agenda Template (MS Word format) that you can copy and paste and modify for your own team. Would you like to learn more? Download Project Kickoff now to get started. Scroll to the top and click on the "buy button."

What makes for a great meeting? As a leader, how can you keep discussions on point and productive? In How to Run a Meeting, Antony Jay argues that too many leaders fail to plan adequately for meetings. In this bestselling article, he defines the characteristics that contribute to success, from keeping formal minutes to acknowledging junior staff first. These guidelines will help you get demonstrably better results from every meeting you run. Since 1922, Harvard Business Review has been a leading source of breakthrough ideas in management practice. The Harvard Business Review Classics series now offers you the opportunity to make these seminal pieces a part of your permanent management library. Each highly readable volume contains a groundbreaking idea that continues to shape best practices and inspire countless managers around the world.

Keys to Running Successful Research Projects: All the Things They Never Teach You provides a step-by-step guide for the management of a successful research project or program. Through the use of illustrative case studies, the book covers all aspects of management that should be included during researcher training, helping researchers overcome the many challenges they face in their day-to-day management of people, time and resources. Links throughout provide more detailed information from gold standard sources on every topic. It is a must-have reference for postdocs, research managers and administrators in colleges,

universities, hospitals and research institutes. In addition, it is an ideal resource for those working in grant and contract funding groups in the life sciences and medical fields. Covers the nuts and bolts of research management in the life sciences, medical and health fields Provides simple solutions to issues that come up on the job Ensures that hard-fought for money is spent wisely and well

You've been given a project to run. You know you need to get it right, but you don't know what you need to do and in what order to make sure it all runs smoothly and you come out of it looking great. You need Project Management Step by Step. Almost every manager and businessperson finds at some time that he or she has to complete a task that has sufficient complexity and importance that an ad-hoc approach to getting it done is just not enough. Managers in this common situation need the structure and rigour of a project management approach, yet very few managers are formally trained in project management or have the inclination, time or finances to become trained. They need an approach they can feel confidant is sufficiently robust to ensure their success, but also simple enough to be immediately applicable. Project Management Step by Step provides the solution to this problem; a practical and immediate way to become a competent project manager. This is a comprehensive and authoritative guide written and structured in a practical and rapidly applicable style.

When we look at a program or a project, to identify its size in terms of 'large', it would be advisable to consider a few factors that determine the size i.e., effort, uncertainty and complexity involved in delivering the outcome. This book is intended to provide the required lateral thinking in this field of management excellence.

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