



A Practical Guide to Project Management

By David Grootenhuys

iUniverse. Paperback. Book Condition: New. Paperback. 136 pages. Dimensions: 9.1in. x 6.1in. x 0.4in. A Practical Guide to Project Management is a clear, concise tool for busy managers to help them plan, organize and execute projects. Written by an experienced and successful project manager, it offers insight into how to lead a group through a defined process and reach the desired goals. While the book focuses on the corporate environment, the concepts presented are applicable to any project situation. Topics include goal definition, team structure, the importance of a Project Charter, developing a plan, establishing a budget, organizing and facilitating meetings, monitoring progress, project documentation, communication, staying on schedule, resolving conflict and evaluating the project when complete. The book includes document templates and a sample project. There are games that can be used to develop plans, suggestions on communicating meeting results without meeting minutes and methods to streamline project documentation. A Practical Guide to Project Management provides what managers need to complete initiative on time, on budget and with the desired results. This item ships from multiple locations. Your book may arrive from Roseburg, OR, La Vergne, TN. Paperback.



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