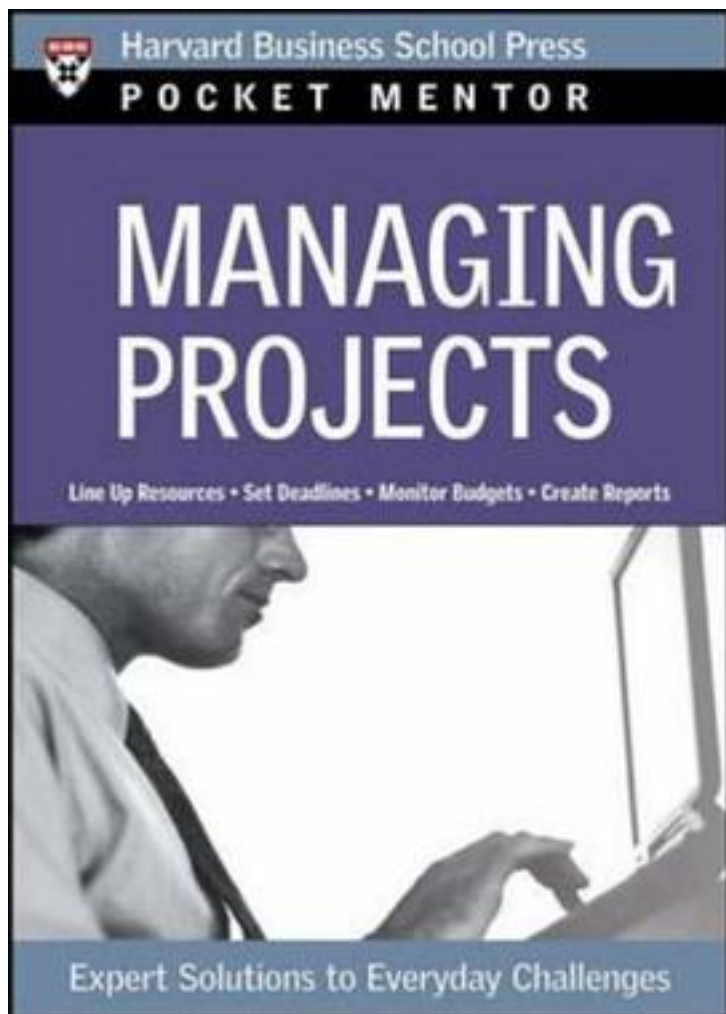


MANAGING PROJECTS



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"Managing Projects" provides proven strategies for making sure any size task achieve

its goal - on time and on budget. Covering the gamut of tasks involved in managing any project, this portable guide develops ideas about planning, team building, motivation, mid-course assessment and correction, and after-project review. It helps managers determine whether and how to make the critical tradeoffs between time, cost, and quality that are the essence of project management. Managers at any level can use this portable guide to become more efficient and effective multi-taskers. It instructs readers how to: scope out a project and identify resources needed; develop schedules and set deadlines; monitor budgets and keep projects on track; communicate progress and problems to stakeholders; and, overcome some typical project snags.

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