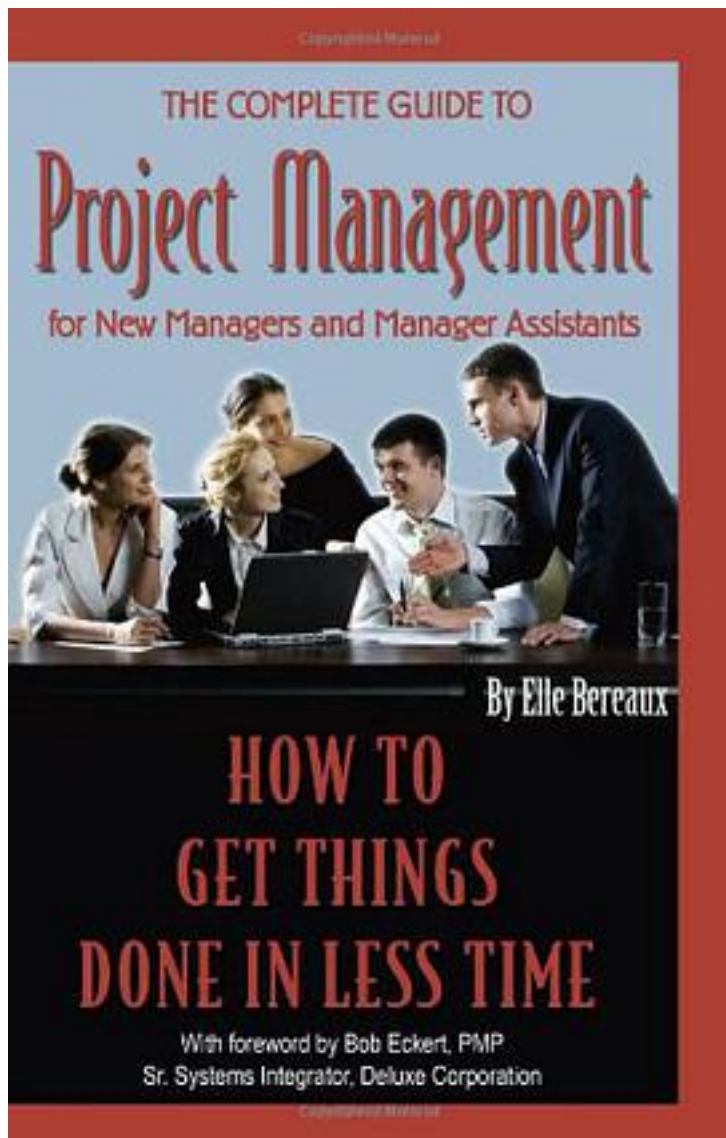


Complete Guide to Project Management for New Managers and Manager Assistants



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A sobering new statistic indicates that less than half of all projects assigned to management are completed, done correctly, finished on time, and under budget. Project management is the discipline of organising and managing resources so that projects meet their defined scope, time, and cost constraints. As a manager or assistant manager, you will be responsible for many projects, and you will be evaluated on their planning, co-ordination, and control from inception to completion, including meeting their quality requirements on time and within cost. Projects are critical to the success of any business or organisation. They are the activities that result in new or changed products and services. They increase sales, improve customer satisfaction, reduce costs, improve the work environment, and result in countless other benefits. As a manager or assistant manager, you will be evaluated on the success of your project management skills. In this easy-to-read and comprehensive book, you will learn planning strategies for each phase of project management and for everything from the start-up meeting, to the project's execution and closure, including its scope and information gathering requirements. You will learn how to create a project plan, assess its risk, manage multiple projects, manage organisation-wide initiatives, implement project management concepts, and schedule, control, and manage contracts. The information in this new book will help you make the most of your time by efficiently handling your workflow. Managing time effectively within your company will serve to deliver projects on time and increase profits and will make you stand out to your supervisors. You can succeed in real-world project management. The Internet, software, and technology have dramatically changed the way traditional projects have been managed. Online project management software helps your organisation share, store, and manage key project information through a central, online location accessible to everyone. There is a complete review of this new technology in this book. In addition, we spent thousands of hours interviewing, e-mailing, and communicating with hundreds of today's most successful project management experts. This book contains their secrets and proven successful ideas, including actual case studies. If you are interested in learning hints, strategies, and secrets for implementing highly effective project management skills, then this book is for you.

作者介绍:

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