



Project Management in a Week: How to Manage a Project in Seven Simple Steps

By Martin Manser

Hodder Stoughton General Division, United Kingdom, 2016. Paperback. Book Condition: New. 199 x 146 mm. Language: English . Brand New Book. Managing projects just got easier This book will help you come to grips with the basics of project management in a week. By the end of the week you will know your way through the process more clearly. For a start, you will have to consult your end users to work out their precise requirements. You will then need to work out the best way to deliver the required outputs, consider the size of the team you will need to meet those requirements and prepare a schedule for the project. Most importantly, you will need to firm up costs, work out a budget and develop monitoring procedures to keep to the agreed costs. You will learn tips for communicating well, especially when dealing with unexpected problems that may arise. Each day of the week covers a different area and the material is structured for ease of reference. An introduction gives you a heads-up as to what the day is about. The main material then explains the key lessons to be learned. Important principles are clarified and backed up by...



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