10 Minute Guide to Project Management (10 Minute Guides)

By Jeff Davidson

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The 10 Minute Guide to Project Management offers simple, practical help for busy people who need fast results. Through goal-oriented, 10-minute lessons, you learn all the skills you need to get even the most complicated projects out of the gate and headed for the finish line!

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Editorial Review

Review
This book is to the point. Take the author to heart, and you will glean much knowledge. --Reader, Lake Computer Specialists

From the Back Cover
Following the advice in this guide will not only help your get your project off on the right foot, but will also keep you and your team marching along to its successful conclusion. You'll learn how to put together the best team for the job, how to define your goals and motivate your teammates, how to monitor the teams progress and keep the project on track, and how to stay within budget and time constraints. The book also explains how to use charts and diagrams to detail and define various aspects of the project.

About the Author
Jeff Davidson is an author and frequent speaker on management of communication and information overload. His books include The 10 Minute Guide to Managing Your Time and his breakthrough work, Breathing Space: Living and Working at a Comfortable Pace in a Sped-Up Society.

Users Review

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