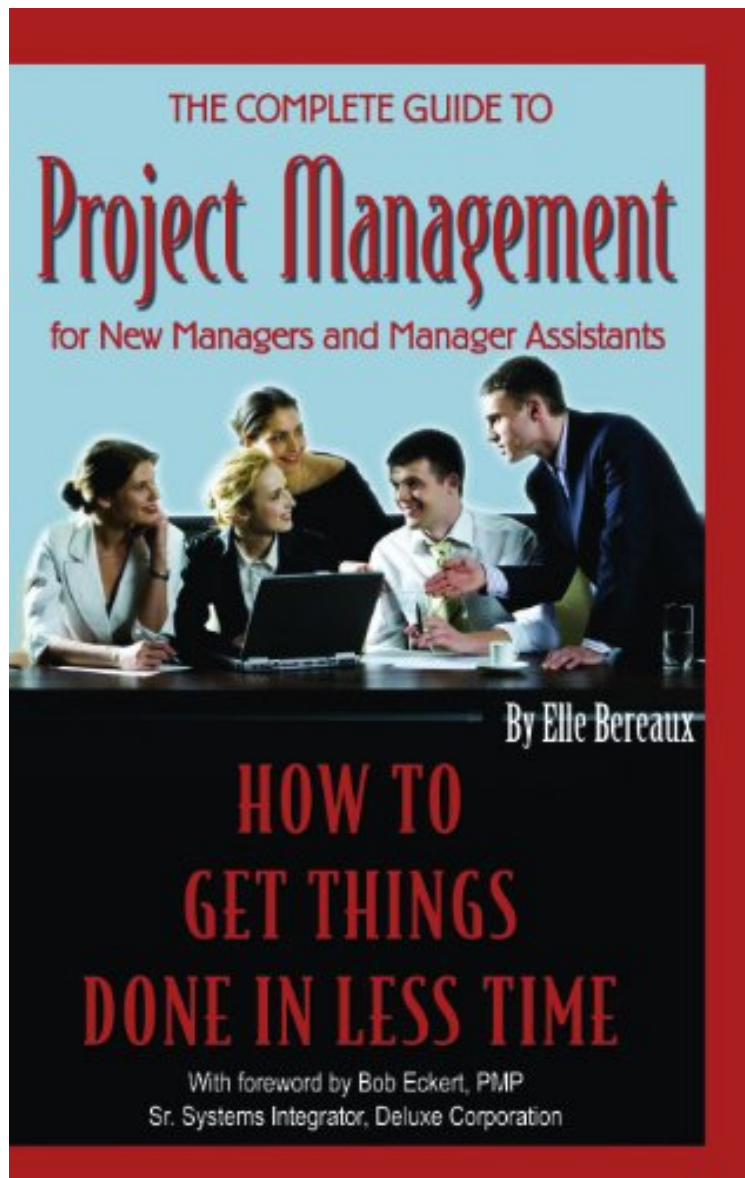


[Download pdf ebook] The Complete Guide to Project Management for New Managers and Management Assistants: How to Get Things Done in Less Time

The Complete Guide to Project Management for New Managers and Management Assistants: How to Get Things Done in Less Time

Elle Beraux

*DOC | *audiobook | ebooks | Download PDF | ePub*



[Download](#)

[Read Online](#)

#2339492 in eBooks 2011-08-22 2011-08-22 File Name: B005IHAYKQ | File size: 28.Mb

Elle Beraux : The Complete Guide to Project Management for New Managers and Management Assistants: How to Get Things Done in Less Time before purchasing it in order to gage whether or not it would be worth my time, and all praised The Complete Guide to Project Management for New Managers and Management Assistants: How to Get Things Done in Less Time:

0 of 0 people found the following review helpful. Cookbook Teaching Style Makes it Easy for New PMs!By LoisLoved the way Bereaux used a simulated project to walk us through. If a picture is worth a thousand words, then an actual project to follow, workbook style as provided by the author, is worth a million. If you are new to project management, you MUST get this book for you and your team!0 of 0 people found the following review helpful. Great Advice for New PMsBy SasszIProject management involves wearing a number of hats at the same time. Your roles include supervisor, liaison, coordinator, mediator, and administrator. Being the leader of a project team requires a combination of human resources, management, and accounting skills. Negotiating the complex waters of client, stakeholder, and team member satisfaction can be tricky; but with the right tools and guidance it can be smooth sailing.Part 1 of The Complete Guide to Project Management for New Managers and Manager Assistants: How to Get Things Done in Less Time provides a good overview of the actual activities involved in each phase of a project and itemizes 7 skills necessary for successful project management. This information is valuable guidance for any new project manager; these same skill sets are worthy of consideration for any new manager.In Part 2 of this work, the author employs a project simulation that combines product phases with their associated processes. The case studies and sample documents take you through every step of the process - from project initiation through closure on a typical project. The Complete Guide to Project Management for New Managers and Manager Assistants: How to Get Things Done in Less Time addresses the challenges of complex and running multiple projects simultaneously in Part 3. This section includes an overview of the software and technology available to aid in managing projects. By also supplying the associated website information, the author cuts your research time in half. In addition, the included glossary is a great start to learning the terminology used in your new position.Overall, The Complete Guide to Project Management for New Managers and Manager Assistants: How to Get Things Done in Less Time provides a solid cornerstone of guidance, tools, and examples to enable new project managers so they can complete their projects on time and within budget.0 of 0 people found the following review helpful. Climb the Career LadderBy QuesolverThe Complete Guide to Project Management for New ManagersWhether you are managing one or multiple projects, this guide should be at your side. Designed for new managers, this user-friendly book delivers "a high-quality, usable education about project management." Indeed, it does. This primer will quickly get any new manager up to speed, however, it could also serve as a refresher course for experienced managers, or help those wondering what the next step should be in their management career. Every chapter lays out key parts of the management process, with an emphasis on planning, budgeting, and communication. Drawing from the project management standards identified by the Project Management Institute (PMI) of Philadelphia, the author walks readers through five generic project phases: from identifying need and feasibility, describing the scope, and everything about deliverables - quantity, creation, and delivery. A casual tone, practical examples, and graphics keep the book from becoming too dense. The text is peppered with success tips and warning signs. Equally useful are the "confidential case studies" drawn from new and experienced project managers. Although at times too many are grouped together, these interviews offer very practical tips on all aspects of project management. Other topics of interest include how to manage personalities, how to do project meetings, pick a project team, and a review of project management software and websites. This is truly a complete guide for managers that will surely become a much sought after reference. Employers would do well to invest in several copies for their management staff. It will not sit on a shelf.

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 organizing 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, coordination, 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 organization. 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 new 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 organization-wide initiatives, implement project management concepts, and schedule, control, and manage contracts. Atlantic Publishing is a small, independent publishing company based in Ocala, Florida. Founded over twenty years ago in the company president's garage, Atlantic Publishing has grown to become a renowned resource for non-fiction books. Today, over 450 titles are in print covering subjects such as small business, healthy living, management, finance, careers, and real estate. Atlantic Publishing prides itself on producing award winning, high-quality manuals that give readers up-to-date, pertinent information, real-world examples, and case studies with expert advice. Every book has resources, contact information, and web sites of the products or companies discussed. This Atlantic Publishing eBook was professionally written, edited, fact checked, proofed and designed. The print version of this book is 288 pages and you receive exactly the same content. Over the years our

books have won dozens of book awards for content, cover design and interior design including the prestigious Benjamin Franklin award for excellence in publishing. We are proud of the high quality of our books and hope you will enjoy this eBook version.