



Project Management Absolute Beginner's Guide (Paperback)

By Greg Horine

Pearson Education (US), United States, 2012. Paperback. Condition: New. 3rd edition. Language: English . Brand New Book. Succeed as a project manager, even if you've never run a project before! This book is the fastest way to master every project management task, from upfront budgeting and scheduling through execution, managing teams through closing projects, and learning from experience. Updated for the latest web-based project management tools and the newest version of PMP certification, this book will show you exactly how to get the job done, one incredibly clear and easy step at a time. Project management has never, ever been this simple! Who knew how simple Project Management could be? This is today's best beginner's guide to modern project management. simple, practical instructions for succeeding with every task you'll need to perform! Here's a small sample of what you'll learn: * Master the key skills and qualities every project manager needs * Lead projects, don't just manage them * Avoid 15 most common mistakes new project managers make * Learn from troubled, successful, and recovered projects * Set the stage for success by effectively defining your project * Build a usable project plan...



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