



The Project Management Tool Kit: 100 Tips and Techniques for Getting the Job Done Right

Tom KENDRICK

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Today's projects are more complex and challenging than ever, and project managers need all the help they can get to succeed amid shifting priorities, interruptions, inadequate funding, expectations of multiple stakeholders, and other obstacles. A practical on-the-job resource for project managers in any industry, this fully revised and updated edition of The Project Management Tool Kit is packed with results-oriented, practical tips on: Activity definition and delegation • Estimating and refining project schedules and risks • Resource planning and funding • Selecting and using project metrics • Documentation and project monitoring • Working with new teams and new technology • Handling inherited projects • Forecasting project completion • Special situations, contingencies, and project cancellations • Project cause-and-effect analysis • And much more Complete with checklists, examples, and clear graphics, The Project Management Tool Kit offers 100 practical, use-them-now strategies for mastering any project challenge.

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