



Project Management, Second Edition (Briefcase Books Series)

Gary R. Heerkens

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ON TIME, ON BUDGET . . . MANAGE EVERY PROJECT LIKE A PRO

In today's environment of tight turnarounds and even tighter budgets, the effective project manager is often considered the most valuable member of a workplace team.

Project Management, Second Edition, provides a step-by-step introduction to the tools and techniques necessary to successfully spearhead your next project. This new edition has everything that made the original so popular, plus it has been updated to reflect new principles and strategies in team building, planning, estimating costs, managing project interfaces, and more--providing you with the kind of business savvy today's project manager is expected to possess. Learn how to:

- Stay on top of all aspects of your project: process, interpersonal, and organizational
- Forge a spirit of cooperation--and achievement--among diverse team members
- Manage all the contingencies--foreseen and unforeseen--that come up in every project

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