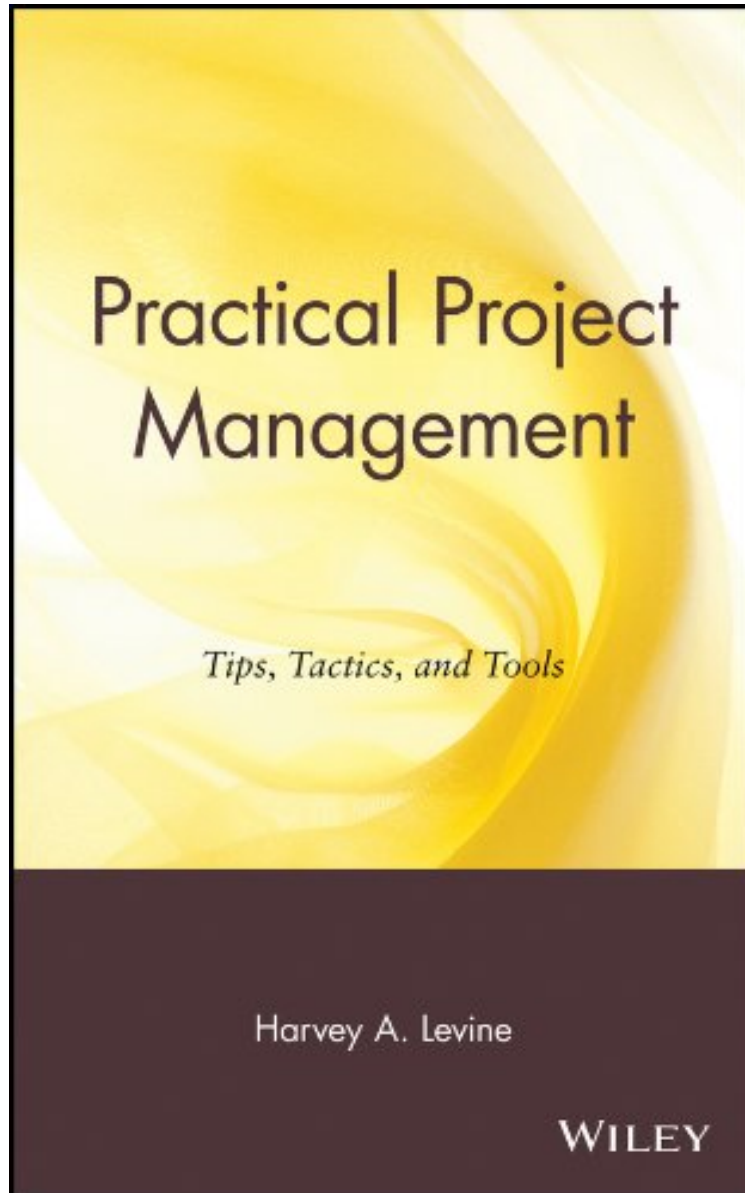


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## Practical Project Management: Tips, Tactics, and Tools

*Harvey A. Levine*

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3 of 5 people found the following review helpful. Packed with Knowledge!By Rolf DobelliAnyone who's ever tried his or her hand at project management knows that there is no single secret that guarantees success. In reality, effective project management is the result of nuts-and-bolts work in planning, organization and oversight. Smart readers will

therefore bypass the scores of books promising the "10 Secrets to Project Management Success" and turn instead to Harvey A. Levine's comprehensive and slightly complex book. Without wasting words, we from getAbstract simply advise everyone in business to rely on Practical Project Management as the best guide to project management available today.

The author has 39 years of experience implementing project management techniques. Includes unique material based on the author's experiences that cannot be found elsewhere. Readers can refer to self-contained chapters for quick reference and problem-solving or read the entire book.

From the Inside Flap You've reached a critical phase in your project. Suddenly, your carefully planned schedule begins to fall apart and the entire project is in jeopardy. What do you do? Pick up this comprehensive, authoritative guide and flip quickly and easily to the appropriate section. There you'll find expert, practical guidance that will help you overcome the problem, minimize its impact on the project, and make sure it doesn't happen again. Practical Project Management gives you the know-how, the techniques, and the skills you need to take complete control of any project from beginning to end. You'll learn how to keep mistakes and surprises to a minimum and recover quickly when they occur. And you'll master each critical skill set in this multifaceted discipline, including: \* Project scoping \* Task planning and scheduling \* Resource planning and workforce management \* Budgeting and cost control \* Risk and contingency management \* Change management \* Project closeout Giving you the full benefit of his nearly forty years of experience as a project manager and consultant, author Harvey Levine provides scores of proven tips, tricks, and problem-solving techniques that you won't find anywhere else. He also helps you select the project management software that's best for your type of project and shows you how to use it to your greatest advantage. Whether you're a working project manager in need of a completely reliable ready reference or a newcomer who needs to proceed step by step from basic concepts to advanced skills, Practical Project Management is the resource you need-now and for years to come.

From the Back Cover "Harvey Levine is a recognized writer and dedicated warrior of the project management profession. Aside from years of volunteer effort to the profession (and holding the presidency of the Project Management Institute), his consulting work and writings have always smacked of practicality-thus his new book featuring 'Tips, Tactics, and Tools'. His experience, as shown clearly in this book, covers the gamut of project management. And besides all that, Harvey's writings are fun to read!" -Paul C. Dinsmore, PMP, PMI Fellow Author of *Winning in Business with Enterprise Project Management* "Yet another book on project management? The difference is that Harvey Levine has set down his knowledge and understanding of project management honed over some forty years of experience in the industry. His latest book, *Practical Project Management*, provides profound practical and pragmatic advice, not just for the project management practitioner but also for senior management seeking to leverage the best out of the discipline in today's competitive world. His lighthearted style makes for easy reading without detracting from the value of the content. This book covers the whole spectrum from the new paradigms of project portfolio management to project communication and how to make it work. It integrates new ideas with true and trusted old ones, and the text is replete with 'Tips and Tools' sidebars. A very readable book, highly recommended." -Max Wideman, FCSCE, FEIC, FICE, PMI Fellow and Past President "Companies are putting temporary project teams onto more and more of their work, often blind to how this changes management. *Practical Project Management* will open a lot of eyes to the pitfalls, and in his conversational style Harvey Levine elucidates some rare and valuable guidance on everything from organizing for project management to picking tools." -Matt Light, Research Director, Gartner Inc. "Harvey Levine's seasoned, sensible approach to project management is apparent in this straightforward guide to practical project management. For either the experienced professional or the novice, the sections of 'Tips, Tactics, and Tools' provide useful, easy-to-grasp concepts that highlight the content of his text. Those who appreciated Harvey's practical articles on PMnetwork.com will enjoy reading his new book, and those who are not familiar with his past work are in for a treat as he leads the reader through the journey of practical project management." -Mary Devon O'Brien, PMP, PMI Fellow, PMI Past President and Chairman "Harvey Levine has helped shape the project management body of knowledge and our products. In this book, he shares the insights of over forty years of project management experience with great clarity, wit, and style." -Roger Meade, CEO, Scitor Corporation "Practical Project Management: Tips, Tactics, and Tools is another of the author's easy-to-read but quite insightful books, containing many practical ideas and suggestions for making your projects run more smoothly while achieving their planned objectives. The book includes numerous nuggets of wisdom that have been used to good advantage on successful projects and can be applied equally well to yours. This book has something for all practitioner levels, including even the most seasoned project and program managers." -Ken Hartley, Vice President, PB Programme Management Ltd., PMI Fellow and Past President

About the Author HARVEY A. LEVINE has been a project management professional for thirty-nine years, providing applications, system design, and consulting services in project planning and control, mostly with General Electric. In 1986, Levine founded the Project Knowledge Group, a consulting firm specializing in project management training; project management software selection, evaluation, and implementation; and project management using computers. He has also served on the board of directors of the Project Management Institute and

was recently elected a Fellow of PMI.