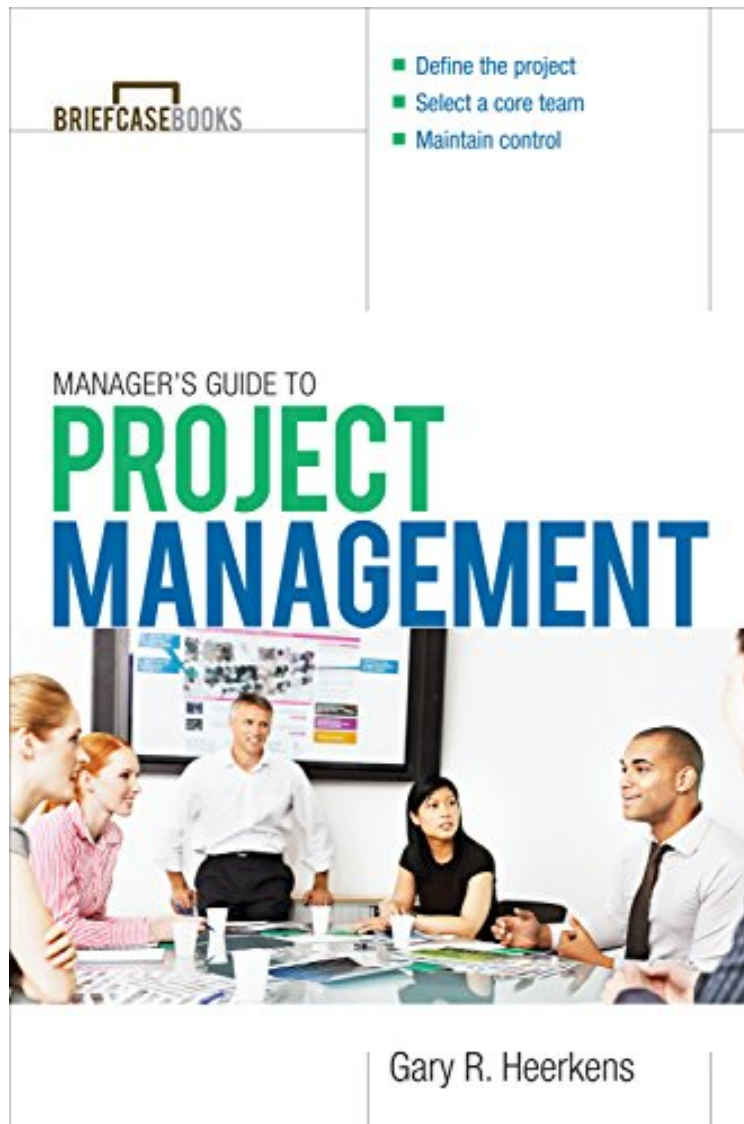


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Project Management (Briefcase Books Series)

Gary R. Heerkens

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This reader-friendly series is a must read for all levels of managers. All managers, whether brand-new to their positions or well established in the corporate hierarchy, can use a little brushing-up now and then. The skills-based Briefcase Books Series is filled with ideas and strategies to help managers become more capable, efficient, effective, and valuable to their corporations. Project Management reviews the steps in organizing and managing projects, from how to build a realistic schedule to how to measure both success and failure. A concise and accessible, yet authoritative, guide to a topic in which books are more often lengthy and technical, Project Management discusses team building, timing, the planning process, estimating project costs, managing project interfaces, the four stages of risk management, and more.

From the Back Cover Project Management You've been given a project to manage--now what? Project Management provides you with twenty-four lessons detailing the fundamental skills of successful project management. From understanding the project manager's role to working within budgets and leading a team to understanding and becoming comfortable with the basic tools of project analysis, this latest addition to the popular McGraw-Hill Professional Education Series will show you how to: Motivate your team * Develop a configuration plan * Perform financial analyses * Quantify and analyze risks * Manage communication channels * Maximize learning * Document goals and achievements * Perform a successful and seamless hand-off Effective project management isn't easy. The payoff, however, is huge, both for your organization and your career. Project Management will give you the essential foundation knowledge you need to become a high-performing, well-regarded, and--in all likelihood--well-rewarded project manager. About the Author Gary Heerkens is president of Management Solutions Group, a provider of project management educational solutions and organizational support.