

# Project Management Step by Step: How to Plan and Manage a Highly Successful Project

By Richard Newton

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You've been given a project to run. You know you need to get it right, but you don't know what you need to do and in what order to make sure it all runs smoothly and you come out of it looking great. You need *Project Management Step by Step*.

Almost every manager and businessperson finds at some time they need to complete a task that has sufficient complexity and importance that an ad-hoc approach to getting it done is just not enough.

Managers in this common situation need the structure and rigour of a project management approach, yet very few managers are formally trained in project management or have the inclination, time or finances to become trained. They need an approach they can feel confident is sufficiently robust to ensure their success, but also simple enough to be immediately applicable. *Project Management Step by Step* provides the solution to this problem; a practical and immediate way to become a competent project manager.

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### Editorial Review

From the Back Cover

**You've been given a project to run. You know you need to get it right, but you don't know what you need to do, and in what order, to make sure it all runs smoothly and you come out of it looking great. You need *Project Management Step by Step*.**

- Understand the basics of project management and how to do it well
- Define the 'why' and the 'what' of your project
- Create a comprehensive, realistic and manageable project plan
- Resolve issues quickly and manage risks proactively
- Complete your project – on time and on budget

This is the introductory guide to project management. If you have a project to run, but you're not quite sure how to go about it, *Project Management Step by Step* is the book for you.

'This practical guide will help you master the essentials of project management and apply them in almost any context. It delivers impressive results.'

Victoria Pearson, Senior Director, Strategic Planning and Corporate Communications, CNIB

'An excellent introduction to project management – concise, clear and very useful.'

Mike Kelly, Partner, This Partners

### About the Author

Richard Newton is an experienced executive who has worked both as a management consultant and a senior manager in a number of major corporations. Over the past twenty years he has built a superb track record in the successful delivery of projects and business change, the setting up and management of project and business improvement teams, and advising companies on how to ensure successful delivery on an ongoing basis. He is an advocate and successful practitioner of simple approaches to project and change management.

## **Users Review**

### **From reader reviews:**

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Do you have favorite book? If you have, what is your favorite's book? Publication is very important thing for us to be aware of everything in the world. Each guide has different aim as well as goal; it means that book has different type. Some people really feel enjoy to spend their time and energy to read a book. They may be reading whatever they get because their hobby is actually reading a book. What about the person who don't like studying a book? Sometime, man or woman feel need book after they found difficult problem or exercise. Well, probably you will want this Project Management Step by Step: How to Plan and Manage a Highly Successful Project.

#### **Terry Holmes:**

Now a day individuals who Living in the era wherever everything reachable by connect with the internet and the resources within it can be true or not call for people to be aware of each details they get. How a lot more to be smart in obtaining any information nowadays? Of course the correct answer is reading a book. Studying a book can help individuals out of this uncertainty Information specifically this Project Management Step by Step: How to Plan and Manage a Highly Successful Project book since this book offers you rich data and knowledge. Of course the information in this book hundred percent guarantees there is no doubt in it you probably know this.

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