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Nota di contenuto

Cover; Contents; List of Figures; Acknowledgements; Introduction; 1 You Have to Choose the Right Approach; 2 Organising for Projects and Programmes - The Approach; 3 Organising All Involved - Checklists; 4 Leading Your Team - The Approach; 5 Helping Team Members Work Together - Checklists; 6 Managing Your Project - The Approach; 7 Initiating/Starting Your Project - Checklists; 8 Executing Your Project - Checklists; 9 Managing Your Programme - the Approach; 10 Starting and Executing Your Programme - Checklists; Glossary; Bibliography; Index

Sommario/riassunto

The practical approach taken by Rudy Kor and Gert Wijnen makes this an easy book to dip into to improve your project and programme management competences. The book covers a range of topics, including: choosing the right approach, organising for projects and programmes, team management, starting and executing projects, and programme management. For each topic, the book provides a series of checklists to lead you through the most important aspects of each subject. With such hands-on advice from acknowledged experts so easily available, this is a book which no project or programme manager should