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| Nota di bibliografia    | Includes bibliographical references and index.  |
| Nota di contenuto       | Front cover; Project Management Toolkit; Copyright page; Contents; About the author; About the Project Management Essentials series; Foreword; Acknowledgements; How to use this book; Chapter 1 Introduction; Aims; Management by project; The Project Manager; Chapter 2 The project life-cycle; What is a project?; What is the project life-cycle?; Why do projects fail?; The 'hard' and 'soft' side of project management; Chapter 3 Stage One: why?; Why?; Tool: 'Why?' Checklist; Tool: Benefits Hierarchy; Tool: Benefits Specification Table; Tool: Business Case Tool (value-add or not?)<br>Case study A - if only the 'Why?' Checklist had been around then!Case study B - using the 'Why?' Checklist to stop a project; Case study C - using the why tools to justify a project; Handy hints; Further reading; And finally...; Chapter 4 Stage Two: how?; How?; Project delivery planning; Tool: 'How?' Checklist; Tool: Stakeholder Management Plan; Tool: Table of Critical Success Factors; Tool: RACI Chart; Tool: Control Specification Table; Case study D - if only the 'How?' Checklist had been around then!; Case study E - using the 'How?' Checklist to re-plan |

a project

Case study F - using the how tools to plan a project Handy hints; Further reading; And finally...; Chapter 5 Stage Three: in control?; In control?; Control strategy; Tool: 'In Control?' Checklist; Tool: Risk Table and Matrix; Tool: Earned Value; Tool: Project Scorecard; Case study G - if only the 'In Control?' Checklist had been around then!; Case study H - using the in control tools to stop a project; Case study I - using the in control tools to review a project; Handy hints; Further reading; And finally...; Chapter 6 Stage Four: benefits realized?; Sustainability Tool: 'Benefits Realized?' Checklist Tool: Benefits Tracking Tool; Tool: Project Assessment Tool; Tool: Sustainability Checklist; Case study J - if only the 'Benefits Realized?' Checklist had been around then!; Case study K - using the benefits realized tools to redevelop a project; Case study L - using the benefits realized tools to review a project; Handy hints; Further reading; And finally...; Chapter 7 Case Study One: the pharma facility project; Situation; Stage One - Business Case Development; Stage Two - Project Delivery Planning; Stage Three - Project Delivery Stage Four - Benefits Realization Chapter 8 Case Study Two: the business change project; Situation; Stage One - Business Case Development; Stage Two - Project Delivery Planning; Stage Three - Project Delivery; Stage Four - Benefits Realization; Index; A; B; C; D; E; F; G; H; I; J; M; O; P; R; S; T; U; V; W

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## Sommario/riassunto

This book provides you with the tools required to approach and manage projects. These effective skills will impact positively on the success of both the projects you are involved with and of your organization. Key features\* A practical handbook for both career project managers and those involved intermittently with projects throughout their career\* Provides simple step-by-step tools for understanding and managing each of the project value-add stages: - Developing a business case- Robust planning- Staying in control- Delivering benefits\* Focussed on the needs

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