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Nota di contenuto	1. Introduction to project management -- 2. Selecting and initiating a project -- 3. Engaging your team and other stakeholders -- 4. Determining what your project will deliver -- 5. Project scheduling -- 6. Budgeting and baselining your project -- 7. Directing project performance -- Appendix 1. Templates -- Appendix 2. Project selection, prioritization and resourcing -- Index.
Sommario/riassunto	Project management is seen as a critical skill across a broad range of disciplines. Yet most people, regardless of educational background, have never received training in how to plan, manage, and execute projects. Project Management Essentials contains tried and true project management skills in a concise, up to date, user-friendly format. It follows the project lifecycle and provides several ready-to-use templates. A person can use this book to plan and manage a project from start to finish or as a reference for help with one particular component of project management. Alongside each template, is a brief description of what each template is, why it is useful, and an example to illustrate it.