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Nota di contenuto	section 1. Managing project budgets -- section 2. Managing project scope -- section 3. Managing project teams -- section 4. Managing project plans -- section 5. Managing yourself.
Sommario/riassunto	This highly accessible book gives advice to project managers who need to get up to speed quickly. It includes hints and tips on managing budget, time, scope and people. This updated edition reflects changes to working practices such as the use of social media and collaboration tools. SHORTLISTED FOR THE 2014 CMI MANAGEMENT BOOK OF THE YEAR.