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Nota di contenuto	Copyright; Contents; Figures and tables; About the Author; Acknowledgements; Glossary; Preface; Foreword; Section 1 Managing project budgets; 1 Create a realistic budget; 2 Calculate the true cost; 3 Agree a budget tolerance; 4 Track estimate to complete; 5 Have a contingency fund; 6 Gain buy-in for collective responsibility; 7 Agree who holds signing authority; 8 Watch each budget line; 9 Arrange for a peer review; 10 Manage the model; 11 Manage projects with no budget carefully; Section 2 Managing project scope; 12 Keep it small; 13 Work out how to manage changes 14 Include quality planning in scope 15 Work out how to track benefits; 16 Eliminate ambiguity; 17 Use version control; 18 Put a post-project review in scope; 19 Identify risks up front; 20 Manage risks; 21 Manage issues; 22 Document assumptions; 23 Involve users in scope definition; Section 3 Managing project teams; 24 Communicate and document changes; 25 Get them to believe; 26 Know the culture of your team; 27 Agree who is going to sign off; 28 Don't forget the soft stuff; 29 Train your sponsor; 30 Bribe your team; 31 Carry out stakeholder analysis; 32 Present your stuff interestingly 33 Organize a party 34 Find out what motivates your stakeholders; Section 4 Managing project plans; 35 Keep up the momentum; 36 Plan first - set end date later; 37 Manage fixed-date projects carefully; 38 Have short tasks; 39 Understand the critical path; 40 Understand where you're starting from; 41 Baseline your plan; 42 Record time; 43 Make

meetings productive; 44 Delegate subplans to workstream leaders; 45 Work out when you will leave; Section 5 Managing yourself; 46 Get organized; 47 Keep your records tidy; 48 Don't lose sight of the end goal; 49 Promote yourself; 50 Don't panic
51 Know what's a showstopper52 Learn how to facilitate; 53 Get a mentor; 54 Do documentation; 55 Don't be afraid to suggest they pull the plug; 56 Archive effectively; Appendix; Notes; Further reading; Index; Back Cover

Sommario/riassunto

Success in project management terms is measured as work completed on time, within budget, delivering what the customer asked for. This book offers hints and tips on controlling budget, time, scope and people. It explores: managing project budgets; managing project scope; managing project teams; managing project plans; and, managing yourself.
