

## How to Be a Better Project Manager (How to Be a Better-- Series)



Lively and easy to read, the books in this dynamic new series are clear, concise action-oriented and up-to-date summaries of a particular management skill. Providing practical advice that any employee can apply immediately in their day-to-day work, each book in the series includes:-- practical tips for improving personal skills-- checklist and diagrams-- short case studies. Project-based work is rapidly becoming the mainstay of many organizations but all too easily projects can go off the rails. Illustrated throughout with checklists, diagrams and templates for running effective projects, this step-by-step guide provides a clear plan to help:-- keep control of costs-- ensure that project timetables are set and adhered to, and-- make use of computer systems in tracking projects. Complete with a detailed glossary.

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