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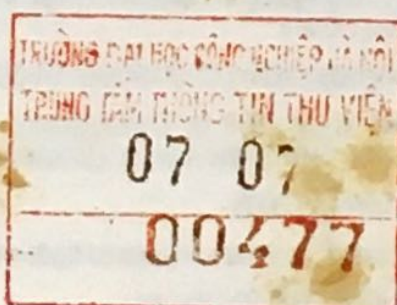
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Brighton, England

introduction

This book is a readable and practical introduction to the craft of Project Management.

Written for all readers, it explains and illustrates the what, why, where, when and how of project management in an accessible and easily understood form. Jargon-free, based on sound theory, with diagrams, useful ideas and pointers to appropriate methods and tools it's the book for all of you who wish to begin to develop the skills of effective project management.

Managing a project is not an easy task. Nor, as we will see in the following chapters, is it one for the faint hearted. But managing a project well is not only satisfying and rewarding – it also enables you to develop and use skills that are transferable – skills that you can use to good effect elsewhere in your lives and careers.

Not all of your projects will be large and particular attention is paid in this book to the management of small projects. This sort of project abounds both in our workplaces – such as those involved in the process of performance improvement – and in our homes – as when we plan our holidays or remodel our houses. These are the small projects that you, as business professionals, managers or homeowners, are frequently involved in – often on a part-time basis.

By the time you get to the end of this book you will understand not only what a project is but also what you need to do to successfully plan, manage and control that project. By then, if not before, you should be ready to begin, with confidence, the process of managing your own projects. To reach that point you'll have threaded your way through the eleven chapters of this book. These chapters will tell you what is, and isn't, a project (Chapter 1); how to choose (Chapter 2), organize

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