

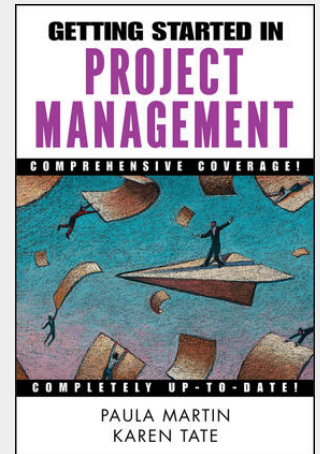
## Getting Started in Project Management

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Whether working on an international project for a Fortune 500 company or organizing a family reunion, you need effective project management to ensure timely and efficient completion of projects. This helpful guide offers explanations of everything needed to get started in project management including: how to initiate a project and lead the project team, how to structure the project and plan for resources, how to monitor and track the plan, and how to close out the project. Packed with practical advice, this book includes tips to increase success, reveals common pitfalls to avoid, and presents case studies to show and why project management actually works. Paula Martin (Torrington, CT) is the CEO of Martin Tate, a management consulting and training company. She works with project teams to help them improve performance and has been a consultant on issues related to improving organization performance for over ten years. Karen Tate (Cincinnati, OH) is the President of MartinTate and is a Project Management Professional. She has over twenty years of project management experience and teaches project management to teams in organizations around the world.

Einen fristgerechten und effizienten Projektabschluss erreicht man durch effektives Projektmanagement. "Getting Started in Project Management" ist ein nützlicher Leitfaden rund um das Projektmanagement. Er erklärt alles, was Sie hierzu wissen müssen, z.B. wie man ein Projekt in Angriff nimmt, ein Projektteam leitet, das Projekt strukturiert, mit Ressourcen umgeht, den Projektplan und -ablauf überwacht und wie man das Projekt schließlich zum Abschluss bringt. Mit einer Fülle praktischer Tipps und Ratschläge, wie man typische Fehler vermeidet. Anhand zahlreicher Fallstudien wird anschaulich dargestellt, wie erfolgreiches Projektmanagement funktioniert. Die Autorinnen sind ausgesprochene Experten auf diesem Gebiet.

A STEP-BY-STEP GUIDE TO HELP YOU MANAGE ANY PROJECT Getting Started in Project Management Whether working on an international project for a Fortune 500 company or organizing a family reunion, project management is essential to ensure timely and efficient completion of any project. Using their CORE Project Management(TM) methodology (Collaborative, Open architecture, Results-oriented, Easy-to-use), management consultants Paula Martin and Karen Tate provide a solid foundation for anyone looking to learn or enhance their project management skills. This easy-to-follow and highly accessible guide introduces the four phases of project management-project initiation, planning, execution, and closeout-and what it takes to successfully complete each phase. Besides outlining the project management process, this book teaches you how to utilize the tools that drive it. From using an issue list for planning to creating an effective project team, Getting Started in Project Management provides proven methods for executing any project that comes your way. Quickly learn: \* The seven keys to project management success ? \* Different approaches to the process: directive or participatory project management ? \* How to assess risk and avoid pitfalls by identifying them early on ? \* Scheduling and budgeting techniques that will keep your project on time and on the money ? Project management is a valuable component of both professional and personal life. Take this opportunity to improve your skill set with guidance from the most respected individuals in the field.



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