

# Project Management Essentials: A Quick and Easy Guide to the Most Important Concepts and Best Practices for Managing Your Projects Right

William P. Athayde, Ruth Elswick, Paul Lombard



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**Project Management Essentials: A Quick and Easy Guide to the Most Important Concepts and Best Practices for Managing Your Projects Right** William P. Athayde, Ruth Elswick, Paul Lombard If you're new to project management or need to refresh your knowledge, Project Management Essentials, Third Edition, is the quickest and easiest way to learn how to manage projects successfully. The simple techniques and templates in this book provide you with the essential tools you'll need to be an effective project manager. It's as simple as that.

Read the book and discover: How to plan well - to decide on the right things to do; The key skills and knowledge you'll need to be effective; How to create an effective charter to start projects off right; Guidelines for building a usable project plan; Tips for breaking project work into manageable pieces; Techniques for estimating project cost and schedule; How to build a team; Strategies to deal with conflict, change, and risk; How to report on the progress of the project and keep everyone concerned happy.

Project Management Essentials is written in short, clear chapters to make project management more easily understood. The authors, all valued senior faculty of PM College, use both their business experience and their academic backgrounds to make these chapters come alive.

This updated edition complies with the latest project management standard, the PMBOK Guide 5th Edition.

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