



Project Management for Small Projects

Sandra Rowe

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Easy-to-follow steps and a proven methodology specifically for managing small projects! Project Management for Small Projects introduces project management processes, tools, and techniques that are scalable and adaptable to small projects. Projects managers will learn a structured, disciplined approach to managing projects while balancing project needs with the project management methodology. Build a foundation in project management - Apply discipline in managing small projects to increase effectiveness and efficiency - Examine the importance of leadership - Become familiar with PMBOK® processes and terminology - Gain knowledge and skills for managing small projects that will make it easy to transition into processes used for large projects. PLUS -- Project Management for Small Projects includes practical tips and easy-to-use templates to help readers apply the tools and techniques presented throughout this valuable reference guide! Table of Contents: Part I: Project Management Discipline -- Project Management; Overview, Concerns for Small Projects, Managing and Leading Small Projects Pre-Project Activities, Part II: Project Management Process for Small Projects -- Process; Overview, Initiating Planning, Planning for Simple Projects, Controlling Closing, Part III: Additional Discipline -- Managing Multiple Small Projects; Building Effective Teams The Power of One, Time Management, Transitioning to Large Projects, Index.

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