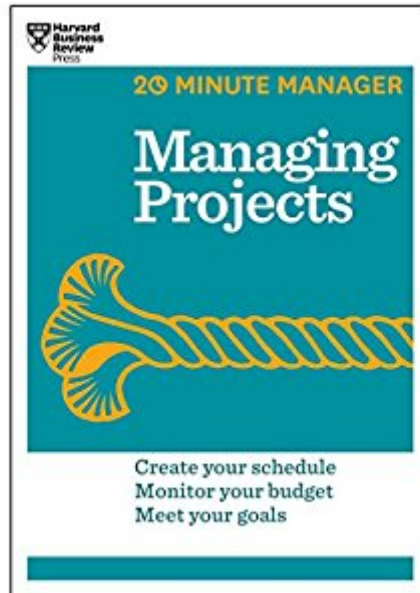


The book was found

# Managing Projects



## Synopsis

You've been asked to manage a key project - or perhaps you've volunteered for an assignment that could advance your career. So how do you make sure the project succeeds? *Managing Projects* walks you quickly through the basics, including: Drawing up a realistic schedule and project plan  
Monitoring key tasks and benchmarks  
Communicating with stakeholders  
Bringing the project to a close

About HBR's 20-Minute Manager series: Don't have much time? Get up to speed fast on the most essential business skills with HBR's 20-Minute Manager series. Whether you need a crash course or a brief refresher, each book in the series is a concise, practical primer that will help you brush up on a key management topic. Advice you can quickly listen to and apply, for ambitious professionals and aspiring executives - from the most trusted source in business. Also available as an ebook.

## Book Information

Audible Audio Edition

Listening Length: 1 hour and 11 minutes

Program Type: Audiobook

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Best Sellers Rank: #157 in Books > Business & Money > Management & Leadership > Project Management > Business #194 in Books > Business & Money > Skills > Time Management #1708 in Books > Audible Audiobooks > Business & Investing

## Customer Reviews

It was good straightforward content that would be useful to the novice to project management. However I was really disappointed with the number of mistakes in the Kindle edition, letters were left out literally on every page which interrupts the flow as you have to work out what the word really is.

'Managing Projects' from the 20-Minute Manager series is a concise, easy to follow overview for project management. It's one of the stronger short overview books I've read. I felt like there was enough reference here to attempt and run certain projects. Key concepts include discovering what key stakeholders want from the project, how to schedule realistically, how to bring together the right

team (and what to do with team conflicts), and how to assess the project. Projects in the real world are rarely without hiccups and the book also addresses these with good sections on scope creep and how to address budget overruns. Included are some practical charts and tables for many segments of a project. It packs a lot into a short volume and would make a handy quick reference. I was given a review copy of this ebook by Harvard Business Review Press and Netgalley in exchange for an honest review. Thank you for allowing me to review this book.

Managing Projects (20-Minute Manager Series) Published by Harvard Business Review Press This concise book covers the basics of managing a project for those on the run. It is a very practical book covering Drawing up a realistic schedule and project plan; Monitoring key tasks and benchmarks; Communicating with stakeholders; and Bringing the project to a close. This book is part of the popular Harvard Business Review's 20 minute manager series. These books contain quick and helpful advice on management topics. Recommended for managers that need quick tips as they are handed their next project.

Clear and to the point. Fantastic read. It is also practical to use and offers great solutions. I really enjoyed reading the book.

Excellent book for the business professional who has to manage a project or take on more PM tasks. It's a quick read from a highly reputable publisher.

good book for project management

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