



The Accidental Project Manager's Survival Guide: Templates, Methods, and Stuff You Need to Know

R. L. Stewart

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From project approval through project closing - templates, methods, and stuff you need to know to handle projects of the small/not terribly complex variety as well as the more complex.

Simple to use methods and project templates to develop a project plan - including stepping through how to do project work planning, project work estimates, and a project budget plan to get your project up and running. Project control "how to" is covered - things such as project risk planning, project communications, project meeting, project reporting, and project change.. This is straight forward what, why and how to do project stuff; heavy on the illustrations, examples, and step by step "how to". As light as possible on the project management speak.

Don't have the time or inclination to learn to speak Projectmanagementese or to figure out how a project management software application works?

No problem; learn how to plan, control, and closeout projects with the aid of clearly explained and easy to use project management tools (Excel and Word formats). To help you get started seven of the fifteen project plan templates used to illustrate project management "what" and "how to" in this book are available as complimentary downloads: (1) Project Charter - (2) Initiation Phase Project Starter [twofer - includes a project planner template] - (3) Task Planner - (4) Project Planning Calendar - (5) Project Control System - (6) Change Requirement Form - and (7) Project Timeline.

Here's what's covered in this book:

- What's a project is and why it's not like managing day to day operations work
- Getting the PM some authority and agreeing on who approves what (project initiation)
- Breaking down the work to be done (high level planning)
- How the work is to be done (detailed planning; inputs-actions-outputs)
- How long, when, and how much (detailed planning; estimate-schedule-budget)
- Keeping things under control once work starts (communicating-risks-changes)
- Executing the plan (status-changes-adjustments)
- What do with stuff at the end of the project (closing it out or tidying up)
- Appendices: A - Template and Method Guide References, B - Project Charter Template, C - Project Charter Work Plan, D - Project Control System Template, E - Risk Management Terms, F - Additional Chapter 5 Information, and G - Glossary of Terms

This book is for, among others:

- those with little or no project management experience - survival tools
- those with enough experience to know they need help - additional things for their project management tool kit
- small businesses and organizations - project management templates and methods geared towards their low cost, low maintenance needs

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- Go to my books/tools/blog website <http://www.SmallBizOrgTools.com> and download the free templates with use instructions
- Refer to your downloaded items as you read the book
- Adapt the methods and tools as needed to initiate, plan, execute, and closeout your next/upcoming project.

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Cheryl Bullen:

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You Need to Know yet doesn't forget the main level, giving the reader the hottest and based confirm resource info that maybe you can be considered one of it. This great information could drawn you into new stage of crucial imagining.

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