



# Effective Project Management in Easy Steps

*John Carroll*

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**Effective Project Management in Easy Steps** John Carroll

**Effective Project Management in easy steps** will show you how to make sure your project is successful. It focuses on the key skills a manager needs to develop in order to make sure your project management approach is effective.

It includes examples for most key documents such as the terms of reference, business case and project plan. It addresses team building and effective communications. It covers the typical project stages with helpful lists of applicable tasks and deliverables, which effectively provides a blueprint for planning an entire project.

This up-to-date primer covers all key trends in project management including a chapter on Agile Project Management.

If you're a first time project manager, let this book take you through the essential project stages **in easy steps**, and take note of the applicable tasks and deliverables.

If you're an experienced project manager, this book provides a valuable source of inspiration for making projects even more effective. Covering risk-management together with insights on how to plan, lead, organize and control a project — simply a fountain of knowledge!

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