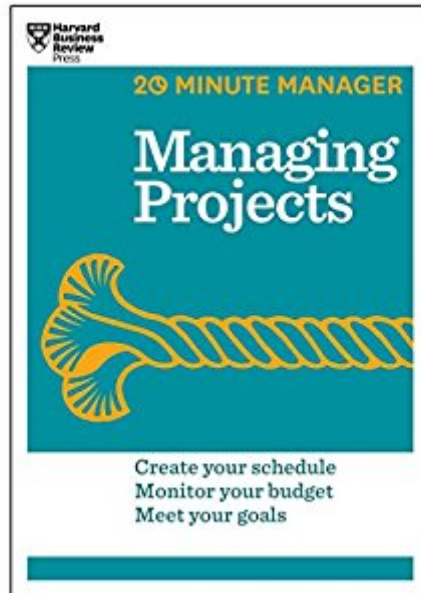**The book was found**

# 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

Version: Unabridged

Publisher: Harvard Business School

Audible.com Release Date: August 4, 2015

Language: English

ASIN: B00XWDIZGS

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 PressThis concise book cover 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 Reviewâ ™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 manager a project or take on more PM tasks. It's a quick read from a highly reputable publisher.

good book for project management

DIY Wood Pallet Projects: 33 Amazingly Creative Upcycling Projects & Ideas for Decorating, Refreshing and Personalizing Your Space! (DIY Household Hacks, DIY Projects, Woodworking) DIY Wood Pallet Projects: 23 Creative Wood Pallet Projects That Are Easy To Make And Sell! (DIY Household Hacks, DIY Projects, Woodworking) The Book on Managing Rental Properties: A Proven System for Finding, Screening, and Managing Tenants with Fewer Headaches and Maximum Profits The Book on Managing Rental Properties: A Proven System for Finding, Screening, and Managing Tenants With Fewer Headaches and Maximum Profit The Ten Things A New Manager Must Get Right From The Start!: Managing People Simplified (Business Skills Handbook Series-Managing people 2) Microsoft Project Server 2013 Managing Projects and Portfolios Managing Projects with GNU Make (Nutshell Handbooks) Waltzing With Bears: Managing Risk on Software

Projects Managing and Leading Software Projects Project Risk Management Guidelines: Managing Risk in Large Projects and Complex Procurements Managing Projects Large and Small: The Fundamental Skills to Deliver on budget and on Time Managing Projects Managing Agile Projects Managing and Implementing Microsoft® SharePoint® 2010 Projects Managing Smaller Projects: A Practical Approach (Project Management Essentials Library) Make: Lego and Arduino Projects: Projects for extending MINDSTORMS NXT with open-source electronics DIY Craft Projects for Minecraft & Pixel Art Fans: Fun & Easy To Make Projects for All Ages (Unofficial) Water Science Fair Projects Using Ice Cubes, Super Soakers, and Other Wet Stuff (Chemistry! Best Science Projects) Gardening Projects for Kids: Fantastic ideas for making things, growing plants and flowers, and attracting wildlife to the garden, with 60 practical projects and 500 photographs Crochet: 10 Projects Of Trendy Crochet Shawls: (Crochet Projects, Crochet Accessories, Easy Crochet) (Crochet, Crocheting For Dummies, Crochet Patterns)