The Project Manager's Desk Reference

By James P. Lewis

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Move step-by-step through proven solutions guaranteed to keep all your projects on track. The Project ManagerÆs Desk Reference, Second Edition, by James P. Lewis, gives you a template for managing projects of any size from start to finish, a 16-step process for planning, monitoring, and controlling any project. As you explore specific situations taken from today's fast-moving business environment, the author's easy-to-understand approach shows you how to confidently put together a project plan using Work Breakdown Structures, PERT, CPM, and Gantt schedules. You learn how to conduct risk analysis, and assemble and manage a problem-solving team to eliminate potential stumbling blocks and complete the project on time and within budget. In the second edition of this hands-on toolbox, you get updated examples, illustrations and figures, checklists for every stage, plus lists of associations and powerful websites.

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Editorial Review

From the Back Cover

Strategies to keep every project on time, under budget...and problem-free. More than 50 percent of the work in a typical organization is done in a project format. While each of these projects must be managed, too often the employees named to manage them are given little if any training in the skills they will need to successfully complete the project. *The Project Manager's Desk Reference*, Second Edition, uses results-oriented language and easy-to-understand examples to detail how you can complete any project on time, within budget, and at the desired performance level.

Updated and revised from its best-selling first editionwhich has become one of today's most trusted all-in-one project management resourcethis ready-access toolbox will show you how to: develop project plans using Work Breakdown Structures, PERT, CPM, and Gantt schedules; conduct risk analysis; design a project control system; use earned value analysis to track projects; communicate effectively with all levels of your team; conduct the essential post-project "lessons learned" review. The secrets to successful project management are knowledge, preparation, and an ability to keep the project on track. *The Project Manager's Desk Reference* arms you with today's most comprehensive and understandable project management resources, providing you the foundation you need to manage any project to its successful completion.

About the Author

James P. Lewis, Ph.D. is the founder of The Lewis Institute, Inc., an association providing project management and behavioral consulting and training. Dr. Lewis has more than 20 years of project management experience and has trained more than 20,000 supervisors and managers around the world.

Users Review

From reader reviews:

Steve Bennett:

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