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- Build a strong, focused team
- Break major objectives into manageable tasks
- Create a schedule that keeps all the moving parts under control
- Monitor progress

toward your goals

- Manage stakeholders' expectations
- Wrap up your project and gauge its success

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This book is a step by step guide to project management which is divided into four sections - Planning, Build-up, Implementation and Closure. Reading this book after having delivered a lot of projects actually helped me understand the subject better.

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help those who read this book to

improve in areas that include
building a strong, focused team;
avoiding or overcoming major
objectives into manageable tasks;
creating a schedule that sustains
team efforts; monitoring progress
toward goals while revealing
unexpected issues; managing
stakeholders' expectations; and
completing the project and
evaluating the nature and extent of
success.

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strong, focused team; Break major
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Create a schedule that keeps all
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smart goals, meet them, and
capture lessons learned so
future projects go even more
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