



## The Project Management Tool Kit: 100 Tips and Techniques for Getting the Job Done Right (3rd Revised edition)

By Tom Kendrick

Amacom. Paperback. Book Condition: new. BRAND NEW, The Project Management Tool Kit: 100 Tips and Techniques for Getting the Job Done Right (3rd Revised edition), Tom Kendrick, Today's projects are more challenging than ever - and project managers need all the help they can get to succeed amid shifting priorities, budget cuts, interruptions, and other obstacles. Now in its third edition, The Project Management Tool Kit is a must-have strategic partner, filled with step-by-step guidance that will enable managers to get complex projects completed on time and on budget. Extensively updated and revised to reflect the latest changes to A Guide to the Project Management Body of Knowledge (PMBOK[registered] Guide), this results-oriented resource offers 100 powerful, practical tips and techniques in areas including: scope planning; schedule development and adjustment; cost estimating and control; communications; defining and using project metrics; decision making and problem solving; motivation and leadership; stakeholder engagement and expectation management; risk identification and monitoring; software and technical tools; and much more. Complete with checklists, charts, examples, and tools for easy implementation, this handy guide will help project professionals tackle any challenge that comes their way.



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