



# 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 Manager's 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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## **The Project Manager's Desk Reference** By James P. Lewis Bibliography

- Sales Rank: #2260182 in Books
- Published on: 1999-11-17
- Original language: English
- Number of items: 1
- Dimensions: 9.10" h x 1.40" w x 6.30" l,
- Binding: Hardcover
- 546 pages

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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 edition which has become one of today's most trusted all-in-one project management resource, this 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:**

**Jose Anderson:**

Your reading sixth sense will not betray a person, why because this The Project Manager's Desk Reference reserve written by well-known writer whose to say well how to make book that may be understand by anyone who have read the book. Written within good manner for you, still dripping wet every ideas and creating skill only for eliminate your own hunger then you still skepticism The Project Manager's Desk Reference as good book not only by the cover but also by the content. This is one book that can break don't assess book by its protect, so do you still needing another sixth sense to pick this particular!? Oh come on your reading through sixth sense already alerted you so why you have to listening to yet another sixth sense.

**Evelyn Brown:**

The book untitled The Project Manager's Desk Reference contain a lot of information on that. The writer explains your ex idea with easy technique. The language is very straightforward all the people, so do not worry, you can easy to read that. The book was authored by famous author. The author will bring you in the

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