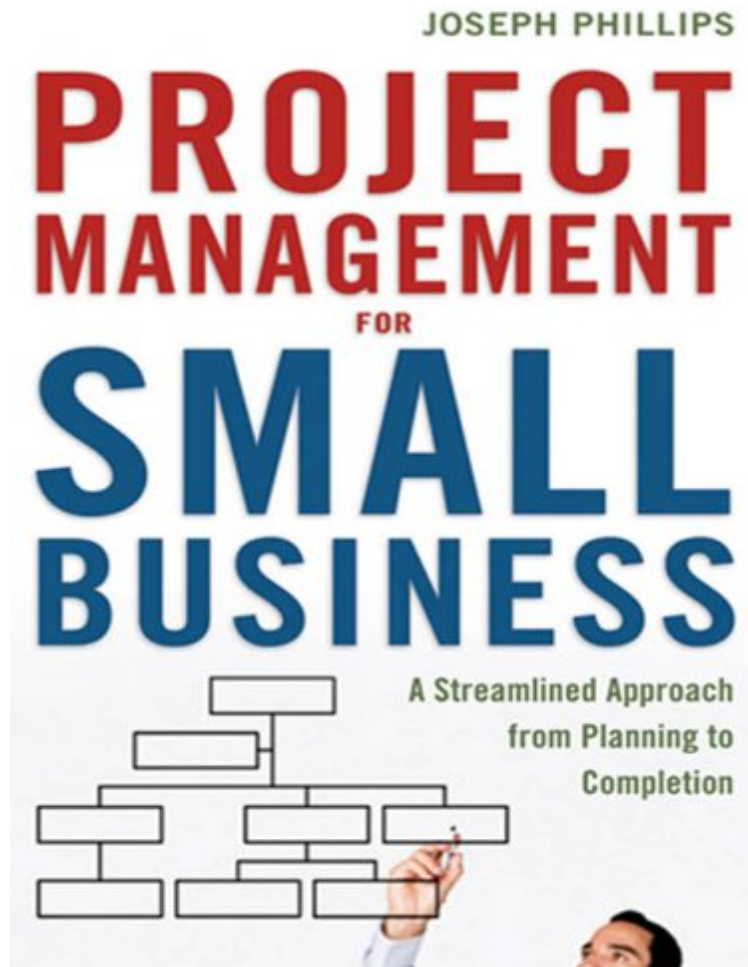


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## Project Management for Small Business: A Streamlined Approach from Planning to Completion

JOSEPH PHILLIPS PMP

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**JOSEPH PHILLIPS PMP : Project Management for Small Business: A Streamlined Approach from Planning to Completion** before purchasing it in order to gage whether or not it would be worth my time, and all praised Project Management for Small Business: A Streamlined Approach from Planning to Completion:

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title. By David GA more appropriate title would have been "Project Management AS a Small Business" instead of "Project Management for Small Business", which is a completely different focus. The basic ideas are still there, but they need to be extracted and converted to using them for your own projects in a small business, instead of running a project management small business. A bit disappointing and I'm struggling to finish it (because of the effort to convert ideas).

Project management can help companies become more efficient and profitable. But classic project management models often prove too cumbersome for smaller businesses with limited staff resources, tight budgets, and next to no time to devote to learning complex methodologies. These smaller enterprises need the core principles and techniques of project management in a streamlined package. Project Management for Small Business offers simple, repeatable practices for planning, executing, and controlling projects in smaller environments in which one team member may wear multiple hats. Readers will learn how to: Define project requirements and scope; Create a project schedule based on resource availability; Estimate, budget, and control project costs; Identify and minimize project risks; Manage workflow; Communicate effectively; Control project change; And more. Grounded in real-world experience, this practical guide skips the complicated theory and goes straight to the heart of what it really takes to make a project a success.

From the Back Cover You have an important project that if completed successfully (and on time!) will generate profit for your business and keep your company running smoothly. What you need are the benefits that come with proper project management methods to ensure that things get done efficiently and on schedule. But unlike a larger corporation, you don't have the resources, the people, or the time it takes to learn and institute a complex project management program. Skipping the complicated theory and going straight to the heart of what it really takes to make a project a success, Project Management for Small Business gives you straightforward, repeatable practices for planning, executing, and controlling projects in smaller environments. Whether you're a manager, business owner, or just someone faced with completing a project, this easy-to-understand guide provides you with the simple project management techniques you need to: Define the scope of your project and its requirements; Create a project schedule based on the availability of resources; Estimate, budget, and control costs; Identify and minimize risks associated with your project; Manage the workflow; Communicate effectively with others; Control project change; And more. Do you want to know five immediate ways to improve your projects? Are you curious what the six hidden costs are associated with most projects? What actions should you always take when closing out a project to ensure that it's brought successfully to completion? This easy-to-understand book, grounded in real-world experience and simplifying the proven thinking behind project management philosophy, gives you bulleted lists, quickly instituted techniques, and down-to-earth systems you can use no matter what industry you're in or how many different hats you're wearing. Smaller businesses need the core principles and powerful strategies of project management just as much as big companies. This book delivers all the streamlined, simple guidance you need to achieve project management success with flying colors. JOSEPH PHILLIPS, PMP, Project+, is a project management consultant, instructor, and owner of Project Seminars, Inc. and Instructing.com. He is the author of several project management books, including PMP Project Management Professional Study Guide and IT Project Management: On Track from Start to Finish. About the Author JOSEPH PHILLIPS, PMP is a project management consultant, instructor, and owner of Project Seminars, Inc. and Instructing.com. He is the author of several project management books, including PMP: Project Management Professional Study Guide and IT Project Management: On Track from Start to Finish.