



Managing Projects Well

Stephen Bender

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Few people realise how many projects people actually manage. Or how many of the theoretical approaches to Project Management do not meet the test of the real world.

This intensive look at Project Management teaches people what they need to know to lead, or be a member of, a project team. Most Project Management texts deal predominantly with technical areas, leaving readers ill-prepared for the real world. *Managing Projects Well* looks closely at the behavioural aspects of project management and project team participation.

Managing Projects Well shows:

What happens when your boss decides the project's schedule and budget, and you have to work backwards to make things fit

How to communicate and present effectively within and beyond the team

How to cope when you do all the work, and have to manage multiple projects and non-project time as well

How to organise people for success, and develop ideal methods for team member motivation

How to change your own bad habits quickly

What to do when things go wrong

More traditional areas of project management, such as planning, organising, leading, and controlling a project, are also covered.

Stephen Bender has many years experience managing projects, both small and large. He specialises in teaching professional, technical and clerical staff the techniques of workflow management and project management.

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