



# Project Management Checklists For Dummies

*Nick Graham*

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**Project Management Checklists For Dummies** Nick Graham

**Your must-have tool for perfect project management**

Want to take your career to the next level and be a master of planning, organising, motivating and controlling resources to meet your goals? This easy-to-use guide has you covered! *Project Management Checklists For Dummies* takes the intimidation out of project management, and shows you step by step how to use rigorous self-check questions to save significant time—and headaches—in managing your projects effectively.

*Project Management Checklists For Dummies* gives you to-do lists, hands-on checklists and helpful guidance for managing every phase of a project from start to finish. Before you know it, you'll be a star project manager as you organise, estimate and schedule projects in today's time-crunched, cost-conscious global business environment.

- Includes useful to-do lists and checklists to ensure all the necessary steps are completed
- Offers simple exercises to help clarify needs and requirements along the way
- Provides templates to complete, which can also be downloaded from Dummies.com and customised to suit your unique requirements
- Supplies hints and tips to help you along the way

If you're a project manager—or any professional charged with managing a project and wondering where to start—*Project Management Checklists For Dummies* is your ready-made tool for success.

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