



Wiley Pathways Project Management, 1st Edition

By Stanley E. Portny

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This new text provides students with clear step-by-step techniques for creating, developing, and evaluating essential project management tools. Readers will learn concepts and skills using project plans, work breakdown structures, budgets, network diagrams, resource allocations, and project evaluations.

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Editorial Review

From the Back Cover

You *can* get there

Where do you want to go? You might already be working in the business world and may be looking to expand your skills. You might be setting out on a new career path. Or, you might want to learn more about exciting opportunities in project management.

Wherever you want to go, *Wiley Pathways Project Management* will help you get there. Easy-to-read, practical, and up-to-date, this text not only helps you learn fundamental project management concepts; it also helps you master the core competencies and skills you need to succeed in the classroom and in the real world. The book's brief, modular format and variety of built-in learning resources enable you to learn at your own pace and focus your studies.

With this book, you will be able to:

- Identify common types of projects and the various roles within them.
- Identify a project's needs and use the Statement of Work to focus your project.
- Choose and use the right project management software for your project.
- Organize your project and establish a realistic schedule.
- Use tools such as a Work Breakdown Structure and Linear Responsibility Chart to plan your project.
- Budget a project and allocate human resources, materials, and equipment optimally.
- Become adept at juggling limited resources among multiple projects.
- Become an effective team leader.
- Track your project and ensure that it's on-time and on-budget.
- Lead productive meetings and generate useful reports to communicate and document your project's progress.
- Terminate and evaluate your project in a positive manner.

Wiley Pathways helps you achieve your goals

When it comes to learning about business, not every student is on the same path, but every student wants to succeed. The business series in the new *Wiley Pathways* imprint helps you achieve your goals. The books in this series—*Marketing, Business Communication, Finance, Business Math, Real Estate, Small Business Management, Supervision, Project Management, Selling, and Personal Finance*—offer a coordinated curriculum for learning business. Learn more at www.wiley.com/go/pathways.

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Richard Poston:

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Ruth Michel:

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