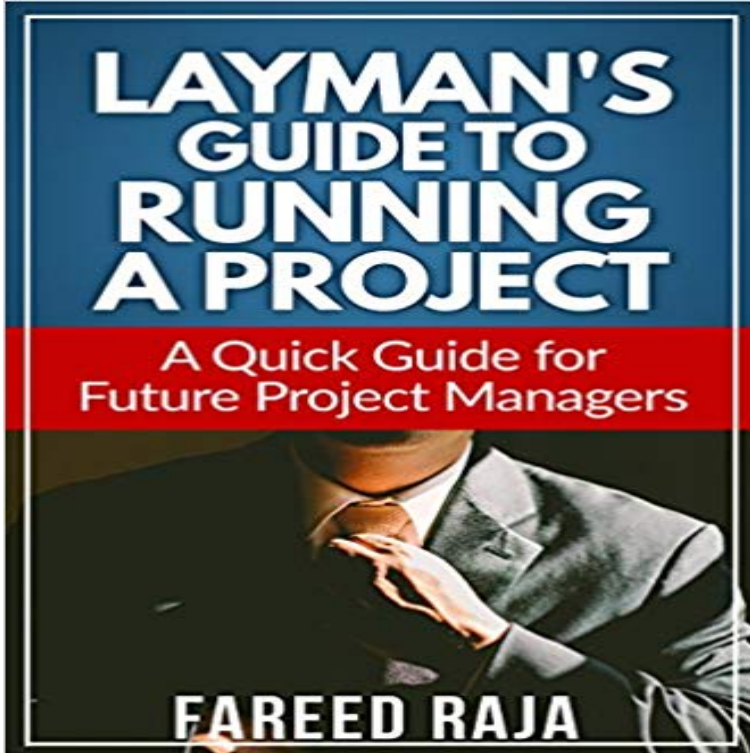


# Laymans Guide to Running a Project: A Quick Guide to Future Project Managers (Laymans Project Management Guides Book 4)



Welcome to the volume 2 of the Laymans Project Management Guides series. Whether you are about to start a brand new career in Project Management, or you are an existing project manager that is now looking to climb that corporate ladder. This series will teach you how to manage your projects effectively from beginning to end. The term Project Management is so broad and can be applied to so many aspects of business that a lot of people get confused by it. But dont worry, this book will break it down into bite-sized, relevant chunks that you can then take away and apply. This series is not just your average Project Management Guide. Its actually a fun read and you will enjoy this learning process more than those other guides. I promise! Contents: Running a Project Monitoring Controlling Executing a Project Fixed price Time and materials Cost plus Retainer Understanding Team Dynamics Forming Stage 1 Storming Stage 2 Norming Stage 3 Performing Stage 4 Managing Team Resources Gathering Data Evaluating Progress Understanding Earned Value Analysis Reporting On Progress Understanding Financial Measures Communicating Effectively Running Meetings Effectively Getting A Project Back On Track Managing Change, Risk, & Quality

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