

McGraw-Hill

Professional Education

A 2013

41226

Project Management

24 Lessons to Help You
Master Any Project

THE EMPLOYEE HANDBOOK FOR
ENHANCING CORPORATE PERFORMANCE

Mc
Graw
Hill

Gary R. Heerkens

Contents

The science and art of project management	viii
Understand the PM's role	1
Build a solid team	3
Understand the true need	5
Perform a financial analysis	7
Conduct a formal kickoff	9
Pause for "reality checks"	11
Terminate unworthy projects	13
Develop a logical plan	15
Leave room for learning	17
Understand team dynamics	19
Develop a configuration plan	21
Manage all project stakeholders	23
Measure against a baseline	25
Be objective about threats	27
Actively manage communication channels	29
Optimize project excellence	31
Consider post-project issues	33
Manage interfaces	35
Practice self-management	37
Recognize multiple success metrics	39
Use documentation wisely	41
Reward excellent team behaviors	43
Maximize learning from closure	45
Transfer your "lessons learned"	47