



# **Project Management For Beginners: 44 Steps for Starting and Developing a Successful Project Strategy That Supports Your business Goals (project management, pmp, agile project management)**

*Kaylie Barrett*

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**"Operations keeps the lights on, strategy provides a light at the end of the tunnel, but project management is the train engine that moves the organization forward." — Joy Gumz**

**"All things are created twice; first mentally; then physically. The key to creativity is to begin with the end in mind, with a vision and a blue print of the desired result." — Stephen Covey**

Project management is an important topic in today's busy business world. People often face several at one time. It is not an obvious process. Learning to organize material and prioritize is of the essence. Within these pages, readers who are new to project management can learn how to create checklists and templates to create the right work flow. They will understand the various components that require attention and consideration. They can also identify their strengths and weaknesses as project leaders. They can find 44 suggestions and tips that will help motivate them and push them forward to project success.

## **In this book you will be exposed to the following topics:**

- What is project management?
- The why and how of project management
- Setting goals and objectives
- Prioritizing tasks and breaking a project down
- Personality types at work and working against type
- People, material, and equipment: what, where, when and why
- Time frames: why they are vital
- Budgeting and cost factors as part of your plan
- Sample simple templates
- What is the critical path?
- The importance of productivity
- Building confidence
- Financial project management as a specialty
- Buying existing software: emulating template
- Identifying your strengths and weaknesses, assets, and liabilities
- Practice makes perfect

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