



Project Manager's Spotlight on Planning

Catherine A. Tomczyk

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Project Manager's Spotlight on Planning Catherine A. Tomczyk **Clear-Cut Ways to Manage Project Planning**

If you're a typical project manager, you're probably aware of the importance of planning but may not have the time or expertise to develop a full-blown strategy. Here's a quick and practical guide to applying the disciplines of proven planning practices without the rigor of complex processes.

Part of the *Project Manager's Spotlight* series from Harbor Light Press, this straightforward book offers solutions to real-life planning scenarios. Author Catherine Tomczyk highlights critical components of project planning and equips you with tools, techniques, checklists, and templates you can put to use immediately. By following a realistic case study from start to finish, you'll see how a project manager deals with each task. Ultimately, this book will help you accurately estimate time and resource requirements, enabling you to implement successful projects.

Project Manager's Spotlight on Planning teaches you how to

- Define project objectives, goals, scope, and requirements
- Draft plans to manage risk, quality, and procurement
- Build your dream team
- Finalize estimates and budgets
- Create the project schedule
- And much more!

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