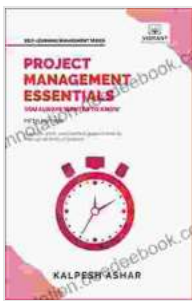


Project Management Essentials You Always Wanted to Know: A Self-Learning Guide

Project management is the process of planning, executing, monitoring, and controlling a project to achieve its objectives. It involves a wide range of activities, from defining project scope and setting objectives to managing resources and communicating with stakeholders.



Project Management Essentials You Always Wanted To Know (Self-Learning Management Series) by Kalpesh Ashar

★★★★☆ 4.1 out of 5

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If you're new to project management, this guide will provide you with a comprehensive overview of the basics. If you're already familiar with project management, this guide will help you brush up on your skills and learn new techniques.

Planning Your Project

The first step in any project is to plan it carefully. This involves defining the project's scope, objectives, and timeline. You also need to identify the resources you'll need to complete the project and develop a communication plan to keep everyone involved up to date.

- **Define project scope:** The project scope is a statement that describes the boundaries of the project. It should include the project's goals, objectives, and deliverables.
- **Set project objectives:** The project objectives are the specific, measurable outcomes that the project will achieve. They should be aligned with the project's scope.
- **Develop project timeline:** The project timeline is a schedule that outlines the start and end dates of the project's major milestones.
- **Identify project resources:** The project resources are the people, equipment, and materials that you'll need to complete the project.
- **Develop communication plan:** The communication plan outlines how project information will be communicated to stakeholders.

Executing Your Project

Once you've planned your project, it's time to put it into action. This involves managing the project's resources, tracking progress, and communicating with stakeholders.

- **Managing project resources:** The project resources include the people, equipment, and materials that you'll need to complete the project. You need to ensure that these resources are available when needed and that they're used effectively.

- **Tracking project progress:** The project progress is the percentage of completion of the project's milestones. You need to track progress regularly to ensure that the project is on schedule and to identify any potential problems.
- **Communicating with stakeholders:** The stakeholders are the people who are interested in the project. You need to communicate with stakeholders regularly to keep them up to date on progress and to get their feedback.

Monitoring and Controlling Your Project

Once your project is underway, you need to monitor and control it to ensure that it's on track. This involves tracking progress, identifying problems, and taking corrective action.

- **Tracking progress:** The project

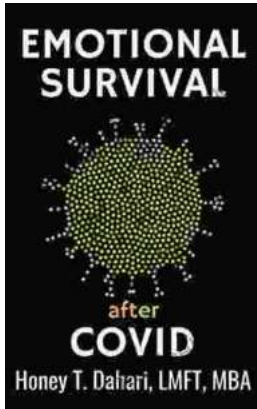


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