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# Managing Smaller Projects: A Practical Approach (Project Management Essentials Library)



## **Synopsis**

So called "small projects" can have potentially alarming consequences if they go wrong, but their control is often left to chance. The solution is to adapt tried and tested project management techniques. This book provides a low overhead, highly practical way of looking after small projects. It covers all the essential skills: from project start-up, to managing risk, quality, and change, through to controlling the project and implementing a simple control system. It cuts through the jargon of project management and provides a framework that is as useful to those lacking formal training, as it is to those who are skilled project managers and want to control smaller projects without the burden of bureaucracy. This is the new North American edition of a best-selling U.K. title.

## **Book Information**

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## **Customer Reviews**

Reviewed by Kathleen Dowdell for Reader Views (10/06)The purpose of Mike Watson's guide "Managing Smaller Projects" is primarily to help people manage smaller projects logically and effectively. This might seem like a simple task, one that could be applied by studying prior project management methods used by large corporations on large projects. This is not so. Watson explains the what, why and how of managing smaller projects so that these smaller projects are not overlooked and left to their own devices and ultimately become a financial burden to the company. One of the 16 chapters in the book discusses the challenge of managing a project alongside your normal work load. This is extremely useful in evaluating your time commitments by

measuring where you spend your time. The author suggests completing a time sheet for 3-4 weeks to get an actual account of how you spend your time at work. Additionally, a chapter on project initiation outlines eleven strategic project factors that are a useful, practical approach for tackling your project. Once the answers to these project factors are drafted and out in the open, two things are accomplished. First, you can communicate the conditions surrounding the project. Second, the project plan (developing a strategy) can be built around these conditions. Then these strategies can be listed in "pieces" or "chunks" which will make it easier to manage the project. When beginning a small project you must be very clear about what area of your current operation you are trying to improve. In reviewing your objectives, the goals of your plan, the roles and responsibilities, and resources your target will be in sight and you will not waste time scattered about in every direction.

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