



The Project Manager's Desk Reference, 3E

James Lewis

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The definitive guide to keeping your project on time, under budget, and problem-free

In this Third Edition of *The Project Manager's Desk Reference*, top project management consultant James Lewis arms you with today's most comprehensive and understandable project management resources, showing you how to conduct a project of any size or nature—from the office move to building new facilities.

Using results-oriented language and easy-to-understand examples, this comprehensive, quick-reference guide presents specific situations taken from today's fast-moving business environment, walking you through proven solutions designed to keep the project moving forward.

This ready-access toolbox shows you how to:

- Plan, execute, and control a project from beginning to end
- Choose project managers, leaders, and teams
- Develop project plans using Work Breakdown Structures, PERT, CPM, and Gantt schedules
- Conduct risk analysis
- Design a project control system
- Use earned value analysis to track projects
- Communicate effectively with all levels of your team
- Conduct the essential post-project “lessons learned” review

Serving as the perfect supplement to Lewis's bestselling PM bible, *Project Planning, Scheduling, and Control*, *The Project Manager's Desk Reference* provides you with the foundation you need to manage any project to its successful completion.

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