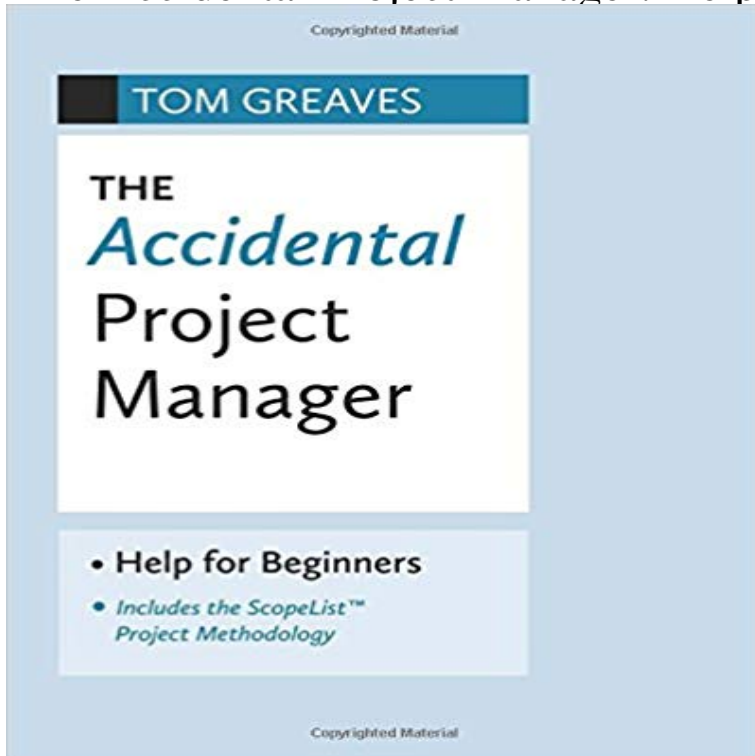


# The Accidental Project Manager: Help for Beginners



People often start working on projects almost by accident. The experience is so common in the industry they even have a name for it: The Accidental Project Manager. Author Tom Greaves has been there too and has distilled his 25 years of experience working on over 100 projects into this book for you. Tom spends less time on theory and more time presenting tried and true methods on how to manage projects, so you can get to work now. He's used his experience on projects spanning two industries as his testing ground and laboratory to invent and then perfect his innovative method for tracking the hundreds of little details on every project: called Scopelist™. Scopelist helps you organize the day to day details that need to get done right, so you can focus your time on the big issues like managing stakeholders and tradespeople, and trying to figure out what it is you are exactly building. And when you get bored of reading about project management Tom throws in a story or two (called Toms Tales) to give you a good laugh about some of his adventures. What You'll get out of this book: Cut your project execution time in half (versus traditional delivery methods) Manage stakeholder expectations: ensure their needs are met before you start work No surprises: eliminate drive-by changes to project scope (and schedule and budget) Become a more efficient project manager: handle more projects at the same time and get noticed by upper management

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