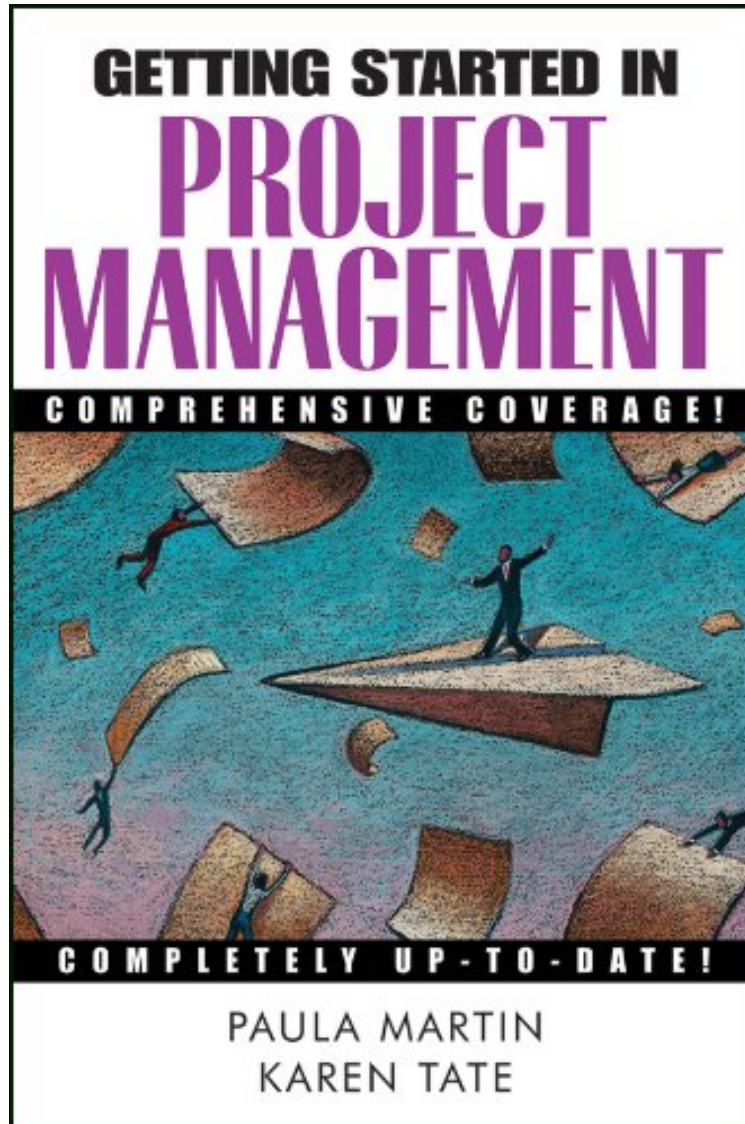


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## Getting Started in Project Management (Getting Started In.....)

*Paula Martin, Karen Tate*

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**Paula Martin, Karen Tate : Getting Started in Project Management (Getting Started In.....)** before purchasing it in order to gauge whether or not it would be worth my time, and all praised Getting Started in Project Management (Getting Started In.....):

0 of 0 people found the following review helpful. Five StarsBy LAJIBAMGreat !9 of 9 people found the following review helpful. Great value for moneyBy Johnny TsangThe material presented in this book is very easy to read and earned my complete respect for more than "Getting Started". In my view this book offers great value for money. Reading this book like attending a world class seminar that we have to pay thousands of dollars, not to mention about travel. The current Tools and practical Lists and Forms presented are very concise and ready for use. Don't be misled

by the title. This is a down-to-earth book for seasoned project managers as well. 0 of 0 people found the following review helpful. Four Stars By Nelson T. I found it to be very helpful

Whether working on an international project for a Fortune 500 company or organizing a family reunion, you need effective project management to ensure timely and efficient completion of projects. This helpful guide offers explanations of everything needed to get started in project management including: how to initiate a project and lead the project team, how to structure the project and plan for resources, how to monitor and track the plan, and how to close out the project. Packed with practical advice, this book includes tips to increase success, reveals common pitfalls to avoid, and presents case studies to show and why project management actually works. Paula Martin (Torrington, CT) is the CEO of Martin Tate, a management consulting and training company. She works with project teams to help them improve performance and has been a consultant on issues related to improving organization performance for over ten years. Karen Tate (Cincinnati, OH) is the President of MartinTate and is a Project Management Professional. She has over twenty years of project management experience and teaches project management to teams in organizations around the world.

From the Back Cover  
**A STEP-BY-STEP GUIDE TO HELP YOU MANAGE ANY PROJECT**  
Getting Started in Project Management  
Whether working on an international project for a Fortune 500 company or organizing a family reunion, project management is essential to ensure timely and efficient completion of any project. Using their **CORE Project Management** trade; methodology (Collaborative, Open architecture, Results-oriented, Easy-to-use), management consultants Paula Martin and Karen Tate provide a solid foundation for anyone looking to learn or enhance their project management skills. This easy-to-follow and highly accessible guide introduces the four phases of project management—project initiation, planning, execution, and closeout—and what it takes to successfully complete each phase. Besides outlining the project management process, this book teaches you how to utilize the tools that drive it. From using an issue list for planning to creating an effective project team, *Getting Started in Project Management* provides proven methods for executing any project that comes your way. Quickly learn: The seven keys to project management success  
Different approaches to the process: directive or participatory project management  
How to assess risk and avoid pitfalls by identifying them early on  
Scheduling and budgeting techniques that will keep your project on time and on the money  
Project management is a valuable component of both professional and personal life. Take this opportunity to improve your skill set with guidance from the most respected individuals in the field.  
About the Author  
Paula K. Martin is CEO of the International Matrix Management Institute (MMI). She is the author of the *Matrix Management 2.0* trade; Body of Knowledge and the developer of the *Matrix Management 2.0* trade; (MM 2.0 trade;) organizational operating system. Paula is the author of the *Matrix Management Reinvented* book series, *Managing Projects in a Matrix* and more than 10 other books on topics related to matrix management.