



# The Project Management Question and Answer Book

*Michael W. Newell PMP, Marina N. Grashina PMP*

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What is a project charter? How about a work breakdown structure? Do you know the basic steps behind risk quantification? And why is it important to be acquainted with Goldratt's critical chain theory? "The Project Management Question and Answer Book" is a one-stop reference that both beginning and experienced project managers will use in countless on-the-job situations. Providing the answers to critical questions, from the simplest to the most advanced, the book is arranged to get you the information you need the moment you need it. You'll find helpful explanations of crucial project management issues, including: why PM is useful to you and your organization; how to interact with project stakeholders to maximize productivity; how to establish realistic cost, schedule, and scope baselines; what management techniques can be used to motivate teams; and, what methods you can use for evaluating project team performance. It is packed with case studies and examples, "The Project Management Question and Answer Book" is an indispensable guide covering everything from estimates, quality control, and communications, to time-, risk-, and human resource management. It is a practical, constantly usable resource for understanding fundamental project management issues and implementing workable solutions.



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