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**There *are* enough hours
in the day!**

- Discover how to build a team for a successful project
- Learn how to create an accurate and usable budget—and stick to it
- Understand how to define the scope of your project and its goals
- Learn how to develop workable project schedules and tracking systems
- See how to create project management charts, documents, and standards
- Know why it's important to evaluate your project's success—and learn how to measure it effectively



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Learn how to organize and manage a complex project—one hour at a time.

Have you been asked to take charge of an important product launch? Want to pick up some valuable management skills? Have an idea for a great project that you can't wait to start? Whatever your reason, *Alpha Teach Yourself Project Management in 24 Hours* shows you the best way to get the job done—from creating a budget and tracking your progress to solving problems and picking a team. The 24 lessons in this step-by-step guide keep you on track as you learn the basics of project management—one hour at a time.

Nancy Mingus is the founder and president of Mingus Associates, a firm specializing in writing, training, and consulting on project management subjects. Past clients have included Nike, NCR, A.G. Edwards, and Cigna. With more than 30 years of project management experience, she has been teaching and writing for more than 14. She is a frequent speaker at international training conferences and holds the PMP certification.



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