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clear cut ways to manage inevitable project changes if you re a typical project manager you re probably aware of the importance of change management but may not have the time or expertise to develop a full blown plan here s a quick and practical guide to applying the disciplines of proven change management practices without the rigor of complex processes part of the project manager s spotlight series from harbor light press this straightforward book offers solutions

to real life project change scenarios author claudia baca highlights critical components of change control and equips you with tools techniques checklists and templates you can put to use immediately by following a realistic case study from start to finish you ll see how a project manager deals with each concept ultimately this book will help you establish effective guidelines for dealing with change and provide you the flexibility to minimize disruptions and derailments project manager s spotlight on change management teaches you how to define roles and responsibilities of the change management team build a process flow one step at a time design your own change management system process exceptions and escalations create the necessary documentation

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