

One Page Project Manager

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the one page project manager shows you how to boil down any project into a simple one page document that can be used to communicate all essential details to upper management other departments suppliers and audiences this practical guide will save time and effort helping you identify the vital parts of a project and communicate

those parts and duties to other team members

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project management is the application of processes methods knowledge skills and experience to achieve the project objectives a project is a unique transient endeavour undertaken to achieve planned objectives which could be defined in terms of outputs outcomes or benefits a project is usually deemed to be a success if it achieves the objectives according to their acceptance criteria within an agreed timescale and budget the core components of project management are defining the reason why a project is necessary capturing project requirements specifying quality of the deliverables estimating resources and timescales preparing a business case to justify the investment securing corporate agreement and funding developing and implementing a management plan for the project leading and motivating the project delivery team managing the risks issues and changes on the project monitoring progress against plan managing the project budget maintaining communications with stakeholders and the project organisation provider management closing the project in a controlled fashion when appropriate

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This text contains proceedings from the 1999 String Processing and Information Retrieval Symposium (SPIRE '99) and the 1999 International Workshop on Groupware (CRIWG '99). It is aimed at professors, researchers, practitioners, students, and other computing professionals.

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