



The Everything Project Management Book: Tackle any project with confidence and get it done on time (Everything®)

Rick A Morris

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Even for the most organized person, managing a project can be a challenge. *The Everything Project Management Book, 2nd Edition* is the perfect resource to help you complete any type of job successfully and on time. This book is packed with tips for every stage of project management, from setting goals to evaluating the final results, and provides ways to:

- Monitor progress and evaluate results
- Shift gears while maintaining flexibility
- Cut costs without compromising quality
- Use technology to your advantage
- Implement sound scheduling and budgeting techniques

This completely revised and updated edition covers the most current information in the field. You'll learn about the Project Management Office (PMO), the latest project management software, and time-management techniques. *The Everything Project Management Book, 2nd Edition* is the only guide you need to master the tricky art of project management. With it, you'll meet deadlines and come in under budget every time!

Rick A. Morris, PMP, is a consultant, mentor, and creator of a nonprofit foundation to promote project management in charities and other nonprofits. He has worked for organizations such as GE, Xerox, and CA and has consulted to numerous clients in a wide variety of industries including financial services, construction, nonprofit, hospitality, pharmaceutical, retail, and manufacturing. Morris is the chief operating officer for Highmark Technology and an active local chapter member of the Project Management Institute. He lives in Hoover, AL.

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