

## Project management: a guide: business skills

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### Abstrak

You have more to do and less time to accomplish your key tasks. Sound familiar? This issue is an overview of project management and describes both formal and informal processes of project management that you can adapt to your own situation. The Infoline provides step-by-step guidance using a four-phase project plan and describes the managers role in planning and execution. Useful sidebars include a sample work breakdown structure, tracking techniques, estimating and tracking costs and a project management glossary.