



## Plan and Track Project Work: Accidental Project Manager's Toolkit Series - Book #1 (Paperback)

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By R L Stewart

Createspace, United States, 2014. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.Step by step how to break down the things that need to be done to complete a project, put it into the form of a project plan, and then track project status to get the job done. Beginners as well as those with project experience will find useful, actionable, project planning and tracking steps in this little book. Start by downloading (no cost - free - inclusive) an Excel based project planning and tracking template. Open the book and step through project planning and tracking what, how, and why organized around easy to use project tools (templates) to help you with: Project work planning - organize your planned work (work breakdown structure) and make work assignments, Project work estimates - figure out what it's going to take to do the work Project budget - construct a project budget and track project cost Project status - enter actual dates, actual work, and actual project costs so you can track project status through to project completion Use the template to follow along and see how things can be done...



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