

The Complete Management Skills Assessment Kit

12 Reproducible Instruments for Trainers

**Mike Woodcock
Dave Francis**

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Gerard M. Hill



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successfully You will learn how to adapt the approach to different types of projects in terms of their nature and complexity Templates in this book include a Project Brief Project Business Case Project Plan Governance Structure Responsibility Matrix Risks Management Log Stakeholder Mapping Project Communication Plan Project Actions Tracker and Gantt Chart Task Dependency Mapping Budget Breakdown and Tracker Kick Off Meeting Agenda Scope Change Management Log Issues Management Log Status Report Benefits Realisation Review Lesson Learnt Log Project Manager Skills Self Assessment EMANUELA is a performance improvement consultant with over 20 years experience in project management She has trained over 5 000 people on the subject around the world and understands how to explain complex topics simply Whether training in person or virtually she engages individuals and teams with energy enthusiasm and passion for continuous improvement Emanuelas books are all practical relevant and useful

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