



The Project Management Minimalist: Just Enough PM to Rock Your Projects!

Michael Greer

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DESCRIPTION

This book is a gentle introduction to project management, including "nuts & bolts" planning tools, inspirational team Challenges, and suggested "best practices" to help project managers maintain their energy, focus on priorities, and manage their own time. My purpose here is to cut through the jungle of broad PM theory and sometimes-arcane PM practices and help you acquire "just enough" PM discipline to get good results in your projects - without heaping on a bunch of burdensome PM stuff that can bury your projects in administrivia and smother the joy out of them.

MAIN SECTIONS include:

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* **Quick Start Checklist:** The Absolute Least You Can Do! (Your single-page PM guide. Maybe all the PM you need!)

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* **10 Steps to Project Success**, including (for each step):

- *Overview* - An introduction to what's going on in the Step.
- *Results* - The end product of the Step.
- *Process* - The specific actions to take to complete the Step.
- *The Minimalist Squeeze* [*]- How to "squeeze" this step down until it's as lean & simple as possible.
- *Tool, Worksheet, Guidelines, Samples, etc.* - Something you can use to help you complete the step and get top-quality results.

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* **10 Sets of Challenges to Inspire Teams**, including (for each Challenge):

- *Quotations, war stories, examples*, and a little philosophy that can inspire project managers and project team members. -- Reflections for you to think about... as project manager or project leader.
- *Team Challenges* - Questions and suggestions to challenge your teams to stretch and grow.
- *Project Manager Challenges* - Specific actions you can take as project manager or team leader.
- *Learn More...* - Books and audio references (with links) that can help you learn more about the topic of each particular set of Challenges.

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* **Taking Care Of Yourself: Managing Your Priorities, Time, & Energy** -- 14 specific "best practices" that will help you, as project manager, keep your edge and stay on top of things! Organized into these sub-sections:

- *Back To Basics: Manage Your Energy*
- *Leverage Your Signature Strengths*
- *Manage Your Time*

- *Understand And Manage Your Stress*

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* **Additional references and info**, include:

- *PM Minimalist Values: A Framework for Rethinking PM*
- *PM Minimalist Values Explained*
- *The PM Minimalist Integration Guide: Adopting Project Management Minimalism in Your Organization*
- *Hundreds of live links (just click and go!)* to valuable online project management resources, including free video and audio resources that are custom-made to support PM Minimalism.

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I hope you like it! -- Michael Greer, author, *The Project Management Minimalist 2nd Edition*

- **P.S.** -- Check out the *free training podcast, videos, and other stuff to support The Project Management Minimalist* at my website: michaelgreer.biz/?page_id=1610

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