Foreword

Project management is a growing field. Take a minute to run a search on your favorite job hunting website with "project management" in the search field. You'll find listings for thousands, even tens of thousands of jobs requiring project management experience. What I love about this topic is that it's not limited to specific industries or professions. Engineers follow the same type of processes as real estate developers for completing a project. Each project starts with an idea, a plan is developed to describe the work, and then it's carried out to fulfill the objective of the project. Along the way, the work is monitored and, when things stray, action is taken to bring the work back into compliance with the plan. The project management processes themselves are very similar, no matter what professions you work; of course, the actual work that's performed varies from project to project and among industry areas.

Unfortunately, project management is also one of those fields in which people tend to think that because they've performed a project at some time during their career, they're a project manager. Or the boss decides to reward the best performer with a promotion, and the unlucky recipient finds himself floundering (likely for the first time in his career) because he doesn't have a solid foundation of project management principles. That's where *Project Management for Mere Mortals* comes in. Claudia has outlined the basics of project management in this book with real-life examples from her extensive career managing projects and teaching others about the topic. She has loaded this book with templates and checklists to help you hit the ground running on your next project.

Whether you're experienced at project management or not, you'll find gold nuggets in Claudia's book that you can apply immediately to your existing project. For example, every project requires a project schedule. Chapter 9 is of particular interest because it walks you through creating a schedule and determining the critical path in a step-by-step manner, with tips for quickly calculating the forward and backward passes.

Enjoy *Project Management for Mere Mortals,* and good luck in your project management endeavors.

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