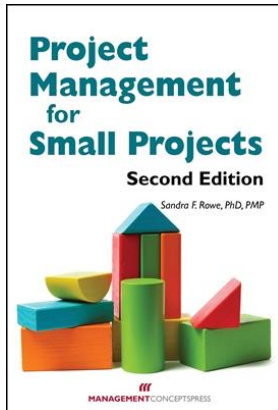


PM WORLD BOOK REVIEW



Book Title: ***Project Management for Small Projects, Second Edition***

Author: **Sandra F. Rowe**, PhD, PMP

Publisher: Management Concepts Press

List Price: \$32 Format: Paperback, 219 Pages

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Reviewer: **Venkata Ramana Edagottu**, PMP, CSTE, ITIL

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Introduction

Managing projects requires time, effort and discipline regardless of the project size. This book is enriched with scalable processes and simplified tools for immediate use in managing small projects. If you are new to managing small projects or currently manage small projects and need more structure, ***Project management for Small Projects*** is for you. There are lots of easy-to-follow steps with practical application tips to facilitate learning.

The analysis and recommendations presented in this book reinforces the use of project management on small projects in preparation for eventually managing larger projects. This work uses the Project Management Standard, ***A Guide to the Project management Body of Knowledge, Fifth edition (PMBOK Guide)*** as the base to build off. In this book, Author takes the traditional practices used for larger projects and tailored them for small projects, while staying true to PMI's project management standards.

Overview of Book's Structure

The overall structure of the ***Project management for Small Projects*** is divided into three parts.

- Part 1 - Project Management Discipline
- Part 2 - Project Management Process for Small Projects
- Part 3 - Additional Discipline

Part one covers, Introduction to Project Management, Concerns for Small Projects, Managing and Leading Small Projects and Pre-Project Activities. Elaborated differences between small and simple projects with good case studies are provided. When small projects and simple projects require different approaches, explained where and how to approach and summarizes action items to consider when planning

a small project. Great references are provided for how to build an effective SoW with the Business and strategic objectives.

Part two covers, Process Overview, Initiating, and Planning for Small Projects, Planning for Simple Projects, Controlling and Closing Activities. The Small and Simple Project Management (SPM) methodology, created by the author, provides the framework, processes, tools and techniques to manage small projects and it can be further tailored for simple projects. Introduced and abbreviated charter, referred to this book as a 'Project Charter Lite' can be used for simple projects. Pros and Cons using top-down and bottom-up approaches for developing a WBS are very helpful. As part of Closing activities, how to conduct formal lessons learned and capture the information and use it for future projects are also included.

Part three covers, Managing Multiple Small Projects, Projects as Part of a Program, Building Effective teams, The Power of One and Transitioning to Larger Projects. Small Project Portfolios followed by portfolio of related projects consist projects of a similar type, organization or subject matter. Interested challenges are listed for project managers who work on projects within a program. Survey results of 80 project managers are thought provoking on their lessons learned.

Highlights and What I liked!

Three parts and 15 Chapters give the reader a comprehensive overview of project management processes, tools and techniques that are scalable and adaptable to small projects. A new chapter on Program Management offers important insights and guidance for managing a group of related small projects in a coordinated way to obtain benefits and control not available from managing them individually.

I liked the numerous case studies sprinkled throughout the book. The real time scenario sections also helped reinforce the chapter concepts and targeted areas. It includes some very helpful templates tailored for small projects and the diagrams at the end of each chapter are a great way to summarize the key points of the chapter. It is a fast read but a comprehensive and very useful material.

Who might benefit from the Book and Conclusion

This book is for beginners who want to learn Project Management methodically and is more of a crash course to manage small projects with ready-to-use templates tailored according to the small project needs. This book is compatible with the PMBOK5 Guide. It helps to understand various knowledge areas as per PMI methodologies and makes the process easier. I found this book also covers leadership skills needed. It describes what you have to do step-by-step so it is not difficult to follow. Really a good starting point for anyone who is going to be project manager!

For more about this book, go to:

http://store.managementconcepts.com/Project_Management_for_Small_Projects_Second_Ed_p/b746.htm

Editor's note: This book review was the result of cooperation between the publisher, PM World and the Dallas Chapter of the Project Management Institute (PMI Dallas Chapter – www.pmidallas.org). Publishers provide the books to PM World; books are delivered to the PMI Dallas Chapter, where they are offered free to PMI members to review; book reviews are published in the PM World Journal and PM World Library. Reviewers can keep the books and claim PDUs for PMP recertification. PMI Dallas Chapter members are generally mid-career professionals, the audience for most project management books. If you are an author or publisher of a project management-related book, and would like the book reviewed through this program, please contact editor@pmworldjournal.net.

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