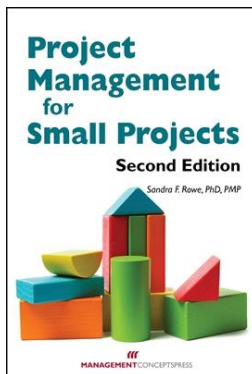


PM WORLD BOOK REVIEW



Book Title: ***Project Management for Small Projects, 2nd Ed***

Author: Sandra F. Rowe, PhD, PMP

Publisher: Management Concepts

List Price: \$32.00 Format: 219 pages, softcover

Publication Date: 2015 ISBN: 978-1-56726-474-6

Reviewer: Sara Piracha

Review Date: September 2015

Introduction

The second edition of *Project Management for Small Projects* contains a condensed version of PMBOK guidelines aimed at simplifying the project management process and making it more realistic and adaptable for smaller projects and assignments. In addition to the project management framework, this book also highlights the value of the discipline and is useful equally for junior project managers and anyone else who is designated to complete a task or assignment created to improve processes and operational efficiency.

Overview of Book's Structure

The book is organized into 3 sections:

The first part is devoted towards making new project managers apprised of the various stages a project undergoes. It is structured to introduce concerns and other vital aspects to take into consideration prior to the initiation of a small project and then explain to a beginner the logical order of knowledge areas within project management. It creates a foundation and primes the user to understand topics covered in the rest of the book.

The second part of the book provides a comprehensive view of each knowledge area that can be adopted for small and simple projects. It explains how phases of executing, monitoring & control can be combined into one knowledge area when working on a small project.

The third section of the book focuses on management of multiple projects simultaneously. It dives into how various tools can be used efficiently on multiple projects to minimize cost and maximize utility of project management tools. It also succinctly discusses the “power of one” to highlight the fact that sometimes, project managers may be the only responsible party and there may not be a team to collaborate with. This is a truthful representation of scenarios in which the project

manager is single-handedly responsible for completing the work and also leading and managing the project using his/her ingenuity.

Highlights: What I liked!

This book is a superior resource for not only project managers but also individuals who have had exposure to project management but never received formal training or education in this area. The information in this book is skillfully organized to provide valuable knowledge at a basic level.

The author of this book has referred to the PMBOK 5th edition continuously but compressed processes to make it more adaptable for smaller projects. This book has done an amazing job of transforming difficult and complex techniques of project management into simpler and uncomplicated methods. I relished the fact that before jumping into the technical areas of project management, it is explained to the reader why project management is so crucial and what are the ramifications of lack of project management where it is absolutely necessary.

One of the most important chapters of the book covers the planning process in depth for small projects. The sequence of the steps given will be very useful for someone who has had limited project management experience. This chapter emphasizes important activities that are often skipped such as determining whether need for a project exists and if it does, estimating the amount of time that is required to complete the planning phase of the project. Tying steps back to the PMBOK ensures that the quality of presented information is not compromised. Activities that determine the required tools, techniques, outputs and procedures are completed in this phase of the project, therefore, it is very critical.

Who might benefit from the Book

This book is an excellent resource for new talent in project management world, as it provides a roadmap that will direct new entrants towards learning and applying skills that will enable them to excel and grow in this field. Organizations that do not have an organized Project Management Office (PMO) or the resources to include project management as a function in their corporate structure would also benefit from this book. It can be used as a rudimentary tool to lay down the foundation for training and development of upcoming project managers.

Conclusion

This book serves as an abridgement for PMBOK 5th edition. The chapters are arranged to walk through the project management process from pre project to post project activities. It focuses on importance of clear objectives before project is initiated and reviewing lessons learned from projects previously completed. It covers important tools and tricks that can assist project managers who are entrusted with large projects and also those that handle portfolios requiring them to manage multiple related or unrelated projects. In addition, extensive explanation of phases is provided and the book artfully introduces the steps in each phase that are critical to the success of small projects. I would definitely recommend this book as it offers a

comprehensive introduction to project management and challenges a project manager must be prepared to accept in order to learn and advance.

For more about this book, go to:

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

Editor's note: This book review was the result of a partnership between the publisher, PM World and the [PMI Dallas Chapter](#). Authors and 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. PMI Dallas Chapter members can keep the books as well as claim PDUs for PMP recertification when their reviews are published. 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@peworldjournal.net.

About the Reviewer



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Sara Piracha has worked as a project manager and senior analyst for several Fortune 500 companies. In her past roles, she has served in various industries including Aerospace and Transportation. She has an extensive background in finance and accounting. Her project management experience includes a variety of areas ranging from software implementation to auditing and compliance. She is a member of other professional organizations such as Project Management Institute and Texas Society of Certified Public Accountants.

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