

PM WORLD BOOK REVIEW



Book Title: ***Time Matters: Time management techniques for avoiding or recovering from delay on projects and programmes***

Author: Tom Taylor

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Reviewer: Edward Raibick, PMP Review Date: October 2017

Introduction

The book titled **Time Matters** introduces the reader to a series of time management strategies for avoiding and recovering from delays on projects and programs. Real life cases are presented along with the “thinking-out-of-the-box” solutions used to recover from the delay. This book provides examples of some unique solutions and will excite the imagination of any project manager in coming up with creative ways to bring their project back on track.

Overview of Book’s Structure

Chapter 1 introduces the reader to several unique project issues and the creative solutions used for recovery.

Chapter 2 discusses the misunderstandings about time and some key insights in time and due date communications.

Chapter 3 dives into the first steps in addressing the project delay, determining root cause and taking corrective action for recovery.

Chapter 4 provides exercises in confronting delay for the user to provide their own creative solutions.

Highlights

Time Matters is a quick read and a great reference for project and program managers driven to be more efficient and effective in project management. The book goes beyond adding additional project resources or changing project scope or

timeline commitments. The book is easy to follow for the casual reader who is busy and on the go.

Highlights: What I liked!

This book was a quick and easy read, chock full of examples, insights and strategies that can be put into practice real time by the reader.

The book also dives into the human interaction aspects of project management and using strategies like face-to-face negotiations to break past barriers that are causing the delay in the project or program. Other strategies include segregating technical and management teams in the proper way to facilitate productivity.

Who might benefit from the Book?

The **Time Matters** book is a helpful resource for individuals in any level of business. Real life examples and checklists are provided to help analyze and place actions into place for quick recovery. Its methods can be applied to a broad range of project types to bring efficiency the recovery of an off-track project.

Conclusion

Overall I highly recommend this book to anyone seeking to improve their skills in addressing and avoiding project delays. Everyone will walk away with a set of tips and tricks and checklists to incorporate in their project management toolbox.

For more about this book, go to: <http://www.dashdot.co.uk/time-matters.htm>

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Edward Raibick, PMP is a Project Management Consultant with extensive experience in software engineering, managerial and IT Project Management. Edward holds a Master's degree in Information Technology with a concentration in Internet and IT security, a Bachelor's degree in Information Technology and an Associate in Specialized Technology degree in Electronics. His career includes over 10 years with the IBM Corporation and over 15 years with Texas Instruments. His consultant projects includes major clients such as Experian, United Airlines and Southwest Airlines.

Edward is a member of the Project Management Institute, Dallas Chapter, having acquired his PMP certification in 2011. Edward is also currently the Director of the Dallas PMI Chapter Book Review Program.

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