



Managing Projects (HBR 20-Minute Manager Series)

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You've been asked to manage a key project—or perhaps you've volunteered for an assignment that could advance your career. So how do you make sure the project succeeds? *Managing Projects* walks you quickly through the basics, including:

- Drawing up a realistic schedule and project plan
- Monitoring key tasks and benchmarks
- Communicating with stakeholders
- Bringing the project to a close

About HBR's 20-Minute Manager Series:

Don't have much time? Get up to speed fast on the most essential business skills with HBR's 20-Minute Manager series. Whether you need a crash course or a brief refresher, each book in the series is a concise, practical primer that will help you brush up on a key management topic.

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