

# Fundamentals of Effective Project Management

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Project management courses typically run from \_\_\_\_ to \_\_\_\_ days.

In project management remember to keep it simple. You'll increase your chances for success.

## Three Key Questions to Help You, Especially If You've Never Done It Before

1. Do you have any \_\_\_\_\_?
2. What was \_\_\_\_\_?  
Why?
3. What can be done \_\_\_\_\_?

A project is \_\_\_\_\_.

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A project usually requires the \_\_\_\_\_ of \_\_\_\_\_ and \_\_\_\_\_  
to achieve \_\_\_\_\_.

## Triple Constraints

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## The Two Biggest Problem Areas for Project Management

1. Definition:

2. Planning:

### A Cool Planning Tool: WBS

Advantage 1

Advantage 2

Advantage 3

### Final Tip

Use \_\_\_\_\_ so you can \_\_\_\_\_ and \_\_\_\_\_ until you get it right.

Practice the work breakdown structure. It will increase your successes in project management.