



Perfect Phrases for Project Management: Hundreds of Ready-to-Use Phrases for Delivering Results on Time and Under Budget

Helen S. Cooke, Karen Tate

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THE RIGHT PHRASE FOR EVERY SITUATION . . . EVERY TIME

As a project manager, your job is to ensure that every project is completed on time and on budget, which involves defining your objectives, understanding the processes, and communicating with clarity to team members. It all comes down to mastering the language of project management. *Perfect Phrases for Project Management* includes hundreds of words and phrases that will help you:

- Clarify project goals
- Define the scope and boundaries of the project
- Estimate the time and resources needed for success
- Create a powerful team to get the job done
- Manage each stage of the process with confidence



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