



# *Introduction*

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This book will provide you with a practical approach to managing a project in an HR, training or development setting. People are often expected to manage projects as part of their day-to-day work but few receive special training to help them to take on this task. If you are one of these people, help is at hand!

This book will help you to manage your first project and will be a useful handbook for use in any future projects you find yourself invited to manage. It focuses on projects that might be carried out by staff at an operational level but will also be attractive to more senior people who are managing projects for the first time. Each chapter discusses an aspect of project management and includes examples drawn from HR, training and development settings. Techniques are introduced and applied to examples, and there are 'pauses for thought' to encourage you to think ideas through. Further references are provided for those who want to learn more about project management.

Successful management of a project is quite a balancing act and can only be learnt through reflection on experience, supported by thoughtful consideration of the ideas, processes and techniques that have become recognized as the expertise of project management. The opportunity to take responsibility for a project offers personal and career development as well as the opportunity to contribute to achieving a worthwhile change.