



Project Manager's Spotlight on Change Management

Claudia M. Baca

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Project Manager's Spotlight on Change Management Claudia M. Baca **Clear-Cut Ways to Manage Inevitable Project Changes**

If you're a typical project manager, you're probably aware of the importance of change management but may not have the time or expertise to develop a full-blown plan. Here's a quick and practical guide to applying the disciplines of proven change management practices without the rigor of complex processes.

Part of the *Project Manager's Spotlight* series from Harbor Light Press, this straightforward book offers solutions to real-life project change scenarios. Author Claudia Baca highlights critical components of change control and equips you with tools, techniques, checklists, and templates you can put to use immediately. By following a realistic case study from start to finish, you'll see how a project manager deals with each concept. Ultimately, this book will help you establish effective guidelines for dealing with change and provide you the flexibility to minimize disruptions and derailments.

***Project Manager's Spotlight on Change Management* teaches you how to:**

- Define roles and responsibilities of the change management team
- Build a process flow one step at a time
- Design your own change management system
- Process exceptions and escalations
- Create the necessary documentation

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