**📘 *Project Management Essentials: From Theory to Execution***

**By Zachary Cleghorn**

**✍️ Introduction**

* Purpose of the Book
* Who Should Read This (Students, Entry-Level PMs, Career Switchers, Business Owners)
* How to Use This Book
* Overview of Project Management in the Modern Era

**🧱 Part I: Foundations of Project Management**

**Chapter 1: What is Project Management?**

* Definition of a Project
* Characteristics of Projects (Temporary, Unique, Goal-Oriented)
* Differences Between Projects and Operations
* Value of Project Management in Organizations

**Chapter 2: The Role of the Project Manager**

* Key Responsibilities
* Skills Required (Soft + Technical)
* Managing Without Authority
* Becoming a Leader, Not Just a Manager

**Chapter 3: Project Lifecycles and Methodologies**

* Predictive (Waterfall)
* Agile, Scrum, Kanban
* Hybrid Approaches
* Choosing the Right Lifecycle for Your Project

**🛠 Part II: Planning for Success**

**Chapter 4: Initiating the Project**

* Writing a Project Charter
* Identifying Stakeholders
* Defining Goals, Objectives, and Success Criteria
* Business Case Development

**Chapter 5: Scope, Time, and Cost Planning**

* Creating the Work Breakdown Structure (WBS)
* Estimating Time and Costs
* Developing the Project Schedule (Gantt, Critical Path)
* Budgeting Tools and Techniques

**Chapter 6: Resource, Risk, and Procurement Planning**

* Team Composition and Resource Allocation
* Risk Identification, Assessment, and Response
* Procurement Planning and Vendor Selection
* Make vs Buy Decisions

**🚦 Part III: Project Execution and Control**

**Chapter 7: Executing the Project**

* Team Dynamics and Leadership
* Building the Project Team
* Managing Workflows and Task Assignments
* Quality Assurance in Execution

**Chapter 8: Communication and Stakeholder Engagement**

* Creating a Communication Plan
* Managing Expectations
* Conflict Resolution
* Status Reports and Dashboards

**Chapter 9: Monitoring and Controlling the Project**

* Key Performance Indicators (KPIs)
* Earned Value Management (EVM)
* Change Control Process
* Scope Creep Prevention

**✅ Part IV: Closing the Project**

**Chapter 10: Project Closure and Knowledge Transfer**

* Formal Closure Checklist
* Deliverable Verification
* Lessons Learned & Retrospectives
* Archiving Documents & Transferring Knowledge