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Abstract: This is Volume II of two books on how to master Small- and Medium-Sized Projects - SMPs. These projects seldom receive serious attention in project literature of today. But the popularity of the project approach means that smaller, 'everyday' tasks can be performed as projects. The goal and purpose of the smaller projects are often very different from those of the bigger projects and need a different approach. The books systematically review the steps or 'Stepstones' any project manager needs to negotiate. The focus is on SMPs, but all projects could benefit from going through the 'Stepstones'

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