

manager needs a control mechanism to monitor progress and the quality of work done. There follow chapters detailing the project management process from project request through to installing and reviewing the system. The chapters contain many insights and much practical advice and each is illuminated by a well worked case study that runs throughout the book. There are five appendices containing more technical detail, and a short but useful bibliography.

L.W.

*Communications and Networks: A handbook for the first time user by Phil Croucher. Sigma Press, Wilmslow, 1989. ISBN 1-85058-136-3 £12.95. 180pp paperback.*

Communications and networks are now two key areas in most organisations, particularly as the limitations of free-standing PC's become clear. However the advertising for products in this area often neglects to mention that the replacement of

stand-alone PC's by a network of PC's is not neutral in technological terms, and has disadvantages as well as advantages.

This book is primarily aimed at people who can already make effective use of their personal computers but need to know more about communications and networking, perhaps because they've been designated the 'company expert'.

The author's aim is to be easy to read yet informative – the book is intended for the intelligent beginner. The book is divided between communications and networking, and a comprehensive glossary is included with suitably concise entries.

Communications covers the OSI model, parallel and serial communications, fax software and switching. Networking focusses on Local Area Networks, system optimisation and an overview of the main proprietary LAN's.

C.H.