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Put the video podcast medium to work for you and your clients with a winning formula. Know how video podcasts work and every facet of what it takes to produce a

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professional-quality program that will meet every criterion for success. The authors are seasoned video production pros that have been on the crest of the video podcasting wave as it has risen. With over 2500 episodes produced, they can reveal what works and what doesn't with detailed, illustrated guidance. You get the nuts and bolts of the

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complete process, including: *

Preproduction: budgeting guidelines, mapping your production, and working with talent * Production: the ENG shooting style, lighting values and portability, sound, essential camera features, acquisition formats, and gear lists * Postproduction: resources for adding music and images,

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motion graphics, and editing techniques *
Delivery: cost-effective hosting options,
creating RSS feeds, compression, and
hosting processes * Promotion: choosing
directories, promoting your program, and
monetizing your podcast Instruction and
case studies go in-depth on issues unique to
the podcast medium. A full-color

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presentation delivers tangible, inspiring examples of creative video podcasts. The companion website-

www.VidPodcaster.com-provides a blog, templates, planning documents, sample clips, and state-of-the-art updates.

Now in its third edition, this classic guide to software requirements engineering has been

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fully updated with new topics, examples, and guidance. Two leaders in the requirements community have teamed up to deliver a contemporary set of practices covering the full range of requirements development and management activities on software projects. Describes practical, effective, field-tested techniques for

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managing the requirements engineering process from end to end. Provides examples demonstrating how requirements "good practices" can lead to fewer change requests, higher customer satisfaction, and lower development costs. Fully updated with contemporary examples and many new practices and techniques. Describes how to

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apply effective requirements practices to agile projects and numerous other special project situations. Targeted to business analysts, developers, project managers, and other software project stakeholders who have a general understanding of the software development process. Shares the insights gleaned from the authors ' extensive

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experience delivering hundreds of software-requirements training courses, presentations, and webinars. New chapters are included on specifying data requirements, writing high-quality functional requirements, and requirements reuse. Considerable depth has been added on business requirements, elicitation

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techniques, and nonfunctional requirements. In addition, new chapters recommend effective requirements practices for various special project situations, including enhancement and replacement, packaged solutions, outsourced, business process automation, analytics and reporting, and embedded and other real-time systems

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projects.

Develop a strong understanding of IT project management as you learn to apply today ' s most effective project management tools and techniques with the unique approach found in Schwalbe's

**INFORMATION TECHNOLOGY
PROJECT MANAGEMENT, 9E.** Examine

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the latest developments and skills as you prepare for the Project Management Professional (PMP) or Certified Associate in Project Management (CAPM) exams. This edition reflects content from the latest PMBOK Guide, 6E and the Agile Practice Guide while providing a meaningful context for understanding project management.

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Hundreds of timely examples highlight IT projects, while discussion, exercises and cases reinforce learning. Examples from familiar companies featured in today's news, and a guide to using Microsoft Project 2016 help you master IT project management skills that are marketable across the globe.

Important Notice: Media content

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referenced within the product description or the product text may not be available in the ebook version.

Project Management provides readers from different backgrounds with an essential toolkit to develop their knowledge, starting from the first principles progressing to a more complex understanding, with the help

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of an assortment of case studies, practical examples and numerical worked examples.

Contract and Commercial Management -
The Operational Guide

How to Establish a Document Control
System for Compliance with ISO 9001:2015,
ISO 13485:2016, and FDA Requirements
A Handbook with Tools

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Department of the Interior and Related
Agencies Appropriations for 2005: Presidio
Trust oversight hearing
Software Requirements
A Practical Guide
Project Requirements: A Guide to Best
Practices gives project managers tools they
can assimilate and apply easily to improve

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project success rates, reduce development costs, reduce rework, and accelerate time to market. Based on experience and best practices, this valuable reference will help you:

- Clarify real requirements before you initiate project work
- Improve management of project requirements
- Save time and effort
- Manage to your

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schedule • Improve the quality of deliverables • Increase customer satisfaction and drive repeat business

Project Requirements: A Guide to Best Practices provides project managers with a direct, practical strategy to overcome requirements challenges and manage requirements successfully.

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Project Management: Theory and Practice, Third Edition gives students a broad and real flavor of project management. Bringing project management to life, it avoids being too sterilely academic and too narrowly focused on a particular industry view. It takes a model-based approach towards

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project management commonly used in all industries. The textbook aligns with the latest version of the Project Management Institute ' s Project Management Body of Knowledge (PMBOK®) Guide, which is considered to be the de facto standard for project management. However, it avoids that standard ' s verbiage and presents

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students with readable and understandable explanations. Core chapters align with the Project Management Institute ' s model as well as explain how this model fits real-world projects. The textbook can be used as companion to the standard technical model and help those studying for various project management certifications. The

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textbook takes an in-depth look at the following areas important to the standard model: Work Breakdown Structures (WBS) Earned Value Management (EVM) Enterprise project management Portfolio management (PPM) Professional responsibility and ethics Agile life cycle
The text begins with a background section

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(Chapters 1 – 9) containing material outside of the standard model structure but necessary to prepare students for the 10 standard model knowledge areas covered in the chapters that follow. The text is rounded out by eight concluding chapters that explain advanced planning approaches models and projects ’

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external environments. Recognizing that project management is an evolving field, the textbook includes section written by industry experts who share their insight and expertise on cutting-edge topics. It prepares students for upcoming trends and changes in project management while providing an overview of the project

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management environment today. In addition to guiding students through current models and standards, Project Management: Theory and Practice, Third Edition prepares students for the future by stimulating their thinking beyond the accepted pragmatic view.

Project Management for Parents helps

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families strengthen their relationships and reduce stress by applying techniques, normally used by billion-dollar companies, to streamline their busy lives. In today ' s day and age, especially amidst the changes brought about by a global pandemic, parents, stepparents, guardians, and caregivers need a set of tools that can be

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used with children of any age to help them focus on their priorities, get organized, and boost productivity. In Project Management for Parents, Hilary Kinney provides an accessible, repeatable framework that can transform their approach to any kind of task at home in three steps: Step 1: Build Teamwork Step

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2: Establish Your Approach Step 3:
Succeed as a Family What ' s more, these
same principles help improve family
relationships by creating a positive
environment, fostering communication,
and encouraging children to think and act
independently. This practical guidebook
includes easy-to-understand exercises and

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tools that both parents and children can use, along with 25 real-life examples like selecting a childcare provider, managing homework, discussing risky teenage behavior, applying to college, and moving to a new city. Hilary shows parents how to apply proven project management concepts to family life, equipping families

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to successfully achieve their goals—together.

Almost 80% of CEOs say that their organization must get better at managing external relationships. According to *The Economist*, one of the major reasons why so many relationships end in disappointment is that most organizations

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'are not very good at contracting'. This ground-breaking title from leading authority IACCM (International Association for Contract and Commercial Management) represents the collective wisdom and experience of Contract, Legal and Commercial experts from some of the world's leading companies to define how

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to partner for performance. This practical guidance is designed to support practitioners through the contract lifecycle and to give both supply and buy perspectives, leading to a more consistent approach and language that supports greater efficiency and effectiveness. Within the five phases described in this book

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(Initiate, Bid, Development, Negotiate and Manage), readers will find invaluable guidance on the whole lifecycle with insights to finance, law and negotiation, together with dispute resolution, change control and risk management. This title is the official IACCM operational guidance and fully supports and aligns with the

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course modules for Certification.

Mastering VBA for Office 2010

Project Management for Healthcare
Informatics

Project Management for Parents

Project Requirements: A Guide to Best
Practices

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Information Technology Project
Management

***A comprehensive guide to
the language used to
customize Microsoft Office
Visual Basic for Applications
(VBA) is the language used***

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***for writing macros,
automating Office
applications, and creating
custom applications in
Word, Excel, PowerPoint,
Outlook, and Access. This
complete guide shows both***

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IT professionals and novice developers how to master VBA in order to customize the entire Office suite for specific business needs. Office 2010 is the leading productivity suite, and the

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VBA language enables customizations of all the Office programs; this complete guide gives both novice and experienced programmers the knowledge they need to make maximum

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***use of VBA for Office
Supported with real-world
examples in Word, Excel,
PowerPoint, Outlook, and
Access, this book offers
clear, systematic tutorials
with both intermediate and***

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***advanced content Covers
learning how to work with
VBA; recording macros;
using loops and functions;
using message boxes, input
boxes, and dialog boxes;
creating effective code; XML-***

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***based files; ActiveX; the
developer tab; content
controls; add-ins; embedded
macros; and security
Mastering VBA for Office
2010 prepares developers to
customize all Microsoft***

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Office 2010 applications for the unique needs of their employers.

Make the most of OTS systems in operator training and engineering Key

Features Learn OTS project

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***delivery best practices from
the author's 30 years of
experience Explore use cases
to understand how your OTS
systems can maximize ROI
for users Discover how to
best develop OTS training***

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models for developers and users
Book Description
Operator training simulators in the process industry have been around since the 1970s, but you may not find a book that documents the

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development of these systems and the standard best practices. The Operator Training Simulator Handbook covers best practices for OTS engineering and OTS

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training development and delivery, starting from the basic the jargon and the different types of OTS systems. It will take you through the best approaches to project specification as

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well as building, maintenance, planning, and delivering these systems by sharing real-life experiences and dos and don'ts. As you advance, you'll uncover the various challenges in the

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***planning and delivery of
operator training models
and understand how to
address those by working
through real-world projects.
This book helps in specifying
the best fit for purpose,***

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choosing a cost-effective system when acquiring an OTS. You'll also learn how you can turn your OTS projects into digital twins before finally learning all about documentation in a

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typical OTS project, covering the sample structure that you can use as a starting point in your projects. By the end of the book, you'll have learned best practices for developing operator training

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***simulator systems and have
a reference guide to
overcome common
challenges. What you will
learn Become familiar with
the OTS jargon to set a base
for understanding OTS***

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***aspectsImplement training
planning methods that have
been tried and tested in the
industry for many yearsGet
to grips with writing well-
planned documentation for
your OTS projectReview new***

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***model suggestions to
maximize benefits of the
OTS systems and the actual
ICSS control systems to
maximize ROI for
users***
***Understand Cloud OTS
systems as a new way to***

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***address some of the common
issues that developers and
users face***
***Create digital
twins of your OTS
projects***
Who this book is for
***This book is for suppliers
who build and deliver OTS***

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systems, OTS buyers, or companies looking to invest in these systems. Anyone with an interest in OTS systems, including university students or graduates who will work on these systems,

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***will find this book useful.
Basic knowledge of either
OTS systems, ICSS control
systems, or process
engineering will help you
grasp the concepts covered
in this book.***

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Discover exciting behind-the-scenes opportunities and challenges in technology today with Schwalbe's unique INFORMATION TECHNOLOGY PROJECT MANAGEMENT, REVISED

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7E. This one-of-a-kind book demonstrates the principles distinctive to managing information technology (IT) projects that extend well beyond standard project management requirements.

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No book offers more up-to-the minute insights and software tools for IT project management success, including updates that reflect the latest PMBOK Guide, 5th edition, the

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***global standard for
managing projects and
earning certification. The
book weaves today's theory
with successful practices for
an understandable,
integrated presentation that***

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***focuses on the concepts,
tools, and techniques that
are most effective today.***

INFORMATION

TECHNOLOGY PROJECT

MANAGEMENT is the only

book to apply all ten project

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management knowledge areas to IT projects. You master skills in project integration, scope, time, cost, quality, human resource, communications, risk, procurement, and

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stakeholder management as well as all five process groups--initiating, planning, executing, monitoring and controlling, and closing. Intriguing examples from familiar companies featured

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in today's news, a new Agile case, opportunities with MindView software, and a new chapter on project stakeholder management further ensure you are equipped to manage

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information technology projects with success. The REVISED Seventh Edition has updated Appendix A for Microsoft Project 2013. Important Notice: Media content referenced within

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***the product description or
the product text may not be
available in the ebook
version.***

***The revised standard for
Service Management,
ISO/IEC 20000-1: 2018 is the***

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third version of the international standard for service management, replacing the 2011 edition. It provides requirements for the planning, design, transition, delivery and

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improvement of a Service Management System, which is the coordinated set of policies, processes, organisational structure and people to manage services. This book introduces the

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ISO/IEC 20000-1 standard as well as providing extensive practical advice on implementing an SMS that conforms to the requirements. It does so by referring to the ISO/IEC

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20000-1:2018

***documentation toolkit,
which is separately available
and contains dozens of
templates that allow you to
provide the documented
evidence necessary.***

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***Inventorying Cultural
Heritage Collections
Mastering VBA for Microsoft
Office 2016
Project Management Theory
and Practice, Third Edition
Understanding Project***

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***Management, Second
Edition
9th European Conference,
ECDL 2005, Vienna, Austria,
September 18-23, 2005,
Proceedings
The Complete Language***

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The Business-Focused, Best-Practice Guide to Succeeding with ITIL Change and Release Management ITIL® (Information Technology Infrastructure Library®) can help organizations streamline and integrate their

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operations, dramatically improving efficiency and delivering greater business value. For the first time, there's a comprehensive best-practice guide to succeeding with two of the most crucial and challenging parts of ITIL: change

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and release management. Leading IBM® ITIL expert and author Larry Klosterboer shares solid expertise gained from real implementations across multiple industries. He helps you decide where to invest, avoid ITIL pitfalls, and build

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successful, long-term processes that deliver real return on investment. You'll find detailed guidance on each process, integrated into a comprehensive roadmap for planning, implementation, and operation—a

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roadmap available nowhere else. Klosterboer offers in-depth coverage of the crucial issues every implementer will face, including make-or-break challenges most consultants can't or won't talk about. For example,

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he demonstrates how to set a reasonable project scope, migrate data, execute successful pilot programs, and continually improve quality once ITIL practices are in place. This book's practical insights will be invaluable to every

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IT executive, professional, and user who wants to bring their current change and release practices in line with ITIL-and transform them from a source of frustration into a source of value. Coverage includes Discovering and

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managing your change and
release management
requirements Identifying the
resources you'll need to succeed
Building comprehensive schedules
for executing change/release
management projects Moving from

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planning to real-world
implementation Choosing the right
tools—or modifying the tools you've
already invested in Using
change/release management to
facilitate auditing and ensure
compliance Leveraging the full

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business benefits of mature
change/release management
processes Covers ITIL version 3
Since its inception in 1997, the
European Conference on
Research and Advanced
Technology for Digital Libraries

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(ECDL) has come a long way, creating a strong interdisciplinary community of researchers and practitioners in the field of digital libraries. We are proud to present the proceedings of ECDL 2005, the ninth conference in this series,

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which, following Pisa (1997), Heraklion (1998), Paris (1999), Lisbon (2000), Darmstadt (2001), Rome (2002), Trondheim (2003), and Bath (2004), took place on September 18–23, 2005 in Vienna, Austria. ECDL 2005 featured

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separate calls for paper and poster submissions, resulting in 130 full papers and 32 posters being submitted to the conference. All papers were subject to a thorough peer-review process, with an 87-person-strong Program

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Committee and a further 68 additional reviewers from 35 countries from basically all continents sharing the tremendous review load, producing - tween three and four detailed reviews per paper. Based on these, as well

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as on the discussion that took place during a one-week on-line PC discussion phase, 41 papers were finally selected for inclusion in the conference program during a 1.5 day PC meeting, resulting in an acceptance rate of only 32%.

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Furthermore, 17 paper submissions were accepted for poster presentations with an additional 13 posters being accepted based on a simplified review process of 2-3 reviews per poster from the poster submission

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track. Both the full papers as well as extended abstracts of the posters presented at ECDL 2005 are provided in these proceedings. Practical Support for Lean Six Sigma Software Process Definition: Using IEEE Software Engineering

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Standards addresses the task of meeting the specific documentation requirements in support of Lean Six Sigma. This book provides a set of templates supporting the documentation required for basic software project

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control and management and covers the integration of these templates for their entire product development life cycle. Find detailed documentation guidance in the form of organizational policy descriptions, integrated set of

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deployable document templates,
artifacts required in support of
assessment, organizational
delineation of process
documentation.

In the second edition of
Understanding Project

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Management, skilled expert Dave C. Barrett offers a well-updated, practical real-world guide for current and aspiring project managers. Using concise and approachable language, the second edition features new

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concept illustrations, a greater consistency with the Project Management Body of Knowledge terminology, and additional case studies in the updated instructor resources. Taking the reader through an ongoing case study

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from initiation to completion, the text reinforces the importance of managing key aspects of a project, including its scope, quality, schedule, and budget, and explores the less tangible challenges that can often derail a

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project or lead to its success. This newly updated edition offers authentic project management documents produced alongside the project case study and equips readers with a solid understanding of why specific processes are

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used, why certain decisions are made, and how pieces of project management fit together. Suitable for any discipline or industry, Understanding Project Management, Second Edition, promises to be an engaging and

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worthwhile read. FEATURES: -
Additional key terms, illustrations,
practical examples, and references
to the Project Management Body
of Knowledge, Sixth Edition -
Readers follow an ongoing case
study, gaining insight into the

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thought processes and resulting actions of a project manager, including the creation of project documents - Robust instructor resources include new case studies that can be used for in-class activities and case study

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extensions of additional situations
and problems to discuss with
students

Department of the Interior and
Related Agencies Appropriations
for 2005

Improving Your Project

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Management Skills

A Comprehensive Guide to
Designing a Process-Based
Document Control System

Project Management JumpStart

Microsoft Office Excel 2007 for
Project Managers

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A Guide for Museums and
Historical Societies

"The best first step toward a career in
project management"--Cover.

This book explains the requirements
for compliance with FDA regulations
and ISO standards (9001/13485) for
documented information controls, and

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presents a methodology for compliance. The document control system (DCS), or documented information control system (DICS), is the foundation of a quality management system. It is the first quality system element that must be implemented because the

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establishment and control of documented processes and information in a quality-controlled environment is dependent on the ability to proactively manage access to documents and the movement of documents through the document life cycle. A well-developed document

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control system benefits business by:
Improving knowledge retention and
knowledge transfer within and across
business units Improving access to
knowledge-based information
Improving employee performance by
providing standardized processes and
communicating clear expectations

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Improving customer communication and satisfaction by providing documented information from which common understanding can be achieved Providing traceability of activities and documentation throughout the organization Improving organization of and access to

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documents and data Sample documents are included in the appendixes of this book to help clarify explanations, and a full set of formatted procedures and document templates are available for download to get you off to an even faster start. This book provides a process-based

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approach that can be used for controlling all forms of documented information that are required to be managed under the quality management system.

Provides step-by-step instructions on using Microsoft Excel to schedule jobs, create budgets, manage processes,

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and share project information. This book provides the software engineering fundamentals, principles and skills needed to develop and maintain high quality software products. It covers requirements specification, design, implementation, testing and management of software

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projects. It is aligned with the SWEBOK, Software Engineering Undergraduate Curriculum Guidelines and ACM Joint Task Force Curricula on Computing.

Quick Quizzes for Project Managers
Software Engineering
Information Technology Project

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Management, Revised
Practical Support for Lean Six Sigma
Software Process Definition
Project Management Made Simple
and Effective
Project Management for Non-Project
Managers
Through its use of real clinical

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examples, this book provides an explanation of the project management process tailored for nurses. It first describes, in detail, the project management process along with its relationship to the phases of the project life cycle.

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Coverage includes the tools available to successfully complete each phase of the project management process and advance the project life cycle. With the aid of case studies and project examples, the book then examines how to

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apply these principles in the day-to-day work of the nurse, whether manager, staff nurse, educator, researcher, or informatician.

A pragmatic approach to project management Many projects fail to deliver on time or on budget, or

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even to deliver a workable product that satisfies the customer. While good project management goes a long way towards ensuring success, managers often fail to follow the plans they implement. This unique guide helps you

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understand and successfully handle project management, once and for all. Covering practical ways to solve problems you'll typically face when managing actual projects, this pragmatic book takes you through a full project management lifecycle.

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You'll find ample tips, tricks, and best practices--all richly illustrated with real case studies. Find out how to plan for risk, get wayward projects back on track, manage a whole portfolio of projects, and much more. Each topic in the book

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is mapped to the exam topics of the PMP® Certification Exam, so PMP certification candidates can also use this book for test prep. The book's companion web site offers downloadable forms, templates, and checklists. Explains project

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management for the real world using a pragmatic approach that includes field-tested techniques, case studies to illustrate concepts, helpful tips and tricks, and downloadable content Guides you to project management success by

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providing friendly advice, as if you had a friend or project management consultant at your side, discussing issues Explores how to run successful meetings, how to get wayward projects back on track, planning for risk, and how to

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manage multiple projects Manage your next project with a personal consultant: your own copy of Your Project Management Coach: Best Practices for Managing Projects in the Real World. (PMP is a registered marks of the Project

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Management Institute, Inc.)
Enhance productivity in any Office application with zero programming experience Mastering VBA for Microsoft Office 2016 helps you extend the capabilities of the entire Office suite using Visual Basic for

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Applications (VBA). Even if you have no programming experience , you'll be automating routine computing processes quickly using the simple, yet powerful VBA programming language. Clear, systematic tutorials walk beginners

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through the basics, while intermediate and advanced content guides more experienced users toward efficient solutions. This comprehensive guide starts at the beginning to get you acquainted with VBA so you can start recording

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macros right away. You'll then build upon that foundation to utilize the full capabilities of the language as you use loops and functions, message boxes, input boxes, and dialog boxes to design your own Office automation program. Add-

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ins, embedded macros, content controls, and more give you advanced tools to enhance productivity, and all instruction is backed by real-world practice projects in Word, Excel, Outlook, and PowerPoint. Productivity is the

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name of the game, and automating certain computing tasks is an easy solution with significant impact for any business. This book shows you how, with step-by-step guidance and expert insight. Expand Office 2016 functionality with macros

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Learn how to work with VBA and the entire Office suite Create effective code, even with no programming experience Understand ActiveX, XML-based files, the developer tab, and more VBA is designed to be understandable and

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accessible to beginners, but powerful enough to create specialized business applications. If you're ready to begin exploring the possibilities, *Mastering VBA for Microsoft Office 2016* gets you started right away.

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In today's fast-paced and global workplace, project management takes on new meaning. Virtual meetings, portable technology, and tighter budgets add to the risk of project failure. Yet businesses must continue forward with new products

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or services, meet demands, and market their goods. These goals depend on effective project management. When project management fails, businesses often follow. Project Management Made Simple and Effective teaches

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you the principles of successful project management so you can adapt to this environment. You'll learn different techniques for leading project teams and getting the attention of busy executives. You'll also learn how to avoid

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common problems that can create havoc with the most experienced project teams. Applying a Portfolio Approach Managing Stakeholders Defining Scope Identifying the Critical Path Measuring Status of the Schedule, Scope, and Budget

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Resolving Conflicts that Occur During a Project The author and contributors also share useful, easy-to-use templates that may be downloaded from their website. Whether you're an experienced Project Manager or someone

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leading their first work team, Project Management Made Simple and Effective gives you the practical tools, insights, and advice to be successful project managers.

IT Service Management: ISO/IEC 20000-1:2018 - Introduction and

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Implementation Guide - Second
edition

A Guide to the Project Management
Body of Knowledge (PMBOK®
Guide) – Seventh Edition and The
Standard for Project Management
(BRAZILIAN PORTUGUESE)

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Project Management Training
Implementing ITIL Change and
Release Management
Project Management
Engage the Family, Build
Teamwork, Succeed Together
The Art & Science of Project

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Management. This is the third edition, which is updated for the PMBOK 6th edition. Master project management with this book from authors experienced in practice, teaching, and research. You will learn: the foundations of Project Management, explained with

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dozens of examples; what works and what doesn't; and how the latest research applies to your project. This Third Edition: Covers Projects and their Environment; Programs, Portfolios, and Project Selection; and the Project Manager. This third edition:

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covers the essential Technical, Behavioral, Business and Strategic Skills; includes a new section on Agile Project Management; includes the case of a mobile app following the scrum framework; and includes several worked projects and a

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*visual tutorial for Microsoft
Project(R).*

*This is the first book to walk
collections practitioners through
this foundational collections
stewardship function. Rooted in
best practice theories, the book is
based on the premise that*

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collections preservation, security, and access are anchored in a sound inventory practice.

Quality Management System Handbook for Product Development Companies describes a systematic approach for quality management and

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continuous improvement via a formal management system. The approach centers on a high-level process for defining a QMS from essential prerequisites to improvement mechanisms. The book outlines the five major QMS
Based on the best-selling

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American Management Association seminar, a latest edition outlines sustainable project initiatives for improving processes, streamlining productivity and cutting costs, in a volume that also provides reference charts and illustrative

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examples. Original.

*The AMA Handbook of Project
Management*

*Using IEEE Software Engineering
Standards*

*Quality Management System
Handbook for Product
Development Companies*

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*Your Project Management Coach
Best practices for developing and
investing in OTS*

*Project Management Tools and
Techniques*

The life blood to every
organization is its projects, and

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the burden of success or failure hangs on the shoulders of the project manager. In every project, the buck stops with the PM, who must be more than a jack of all trades, but a master of it all. The AMA Handbook of

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Project Management is the must-have resource for any project management professional or student. Covering everything from individual projects to programs and strategic alignment, it addresses: • Project

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- initiation and planning •
- Communication and interpersonal skills •
- Scheduling, budgeting and meeting business objectives •
- Managing political and resource issues •
- Implementing a PMO •

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Measuring value and
competencies Revised to reflect
the latest changes to A Guide to
the Project Management Body of
Knowledge (PMBOK®) and the
Project Management
Professional Exam®, the fourth

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edition of this one-stop, essential resource has also compiled essays and advice from the field's top professionals, featuring new chapters on stakeholder management, agile project management, program

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management, project governance, knowledge management, and more. Project management is one of the more complex disciplines today, no matter the industry. This must-have guide remains the

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indisputable top reference to the entire scope of critical concepts and theories all project managers must master.

The topic of project management is truly an evolution of art seeking science. This activity

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involves balancing project objectives against the constraints of time, budget, and quality. Achieving this balance requires skill, experience, along with the use of many tools, and techniques which are the focus

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of this book. This new edition provides updated content to incorporate examples from Microsoft Project 2016 and material from the Project Management Body of Knowledge (PMBOK® Guide), sixth edition.

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The chapter structure includes step-by-step instructions regarding the basic mechanics and various software tools that can be used to assist in the processes. To reinforce the textbook's learning objectives,

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extra material is provided on the textbook website. This includes mechanical tool examples and lab assignments representative of the chapter topics. An external video tutorial library is available to help with various mechanics

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related to Microsoft Project mechanics. An instructor manual is available for qualifying adoptions for classroom use. Features Illustrates the use of Microsoft Project throughout the project life cycle Offers templates

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as productivity enhancement
tools Includes supplemental
material for students and
instructors Provides assignments
for hands-on experience Follows
the PMI PMBOK® Guide model
structure that will support a

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better understanding of the
model and help prepare students
for PMP and CAPM certification
Illustrates both traditional and
contemporary management
techniques

* The previous title has proven

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sales success over 6 years; new edition is completely revised and updated, author is widely acknowledged as among the best authors on programming today! * Includes progressive text and examples, with each topic

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building on what has been
learned previously * No specific
prior programming experience
necessary – Material is suited to
both self-taught learners and
structured courses * Written in
an easy, effective tutorial style

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with all language features demonstrated through working examples * Explains what language elements are for and how they work * Demystifies the language by explaining all specialized terminology and

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jargon * Covers class templates in depth and includes an introduction to the Standard Template Library
Quick Quizzes for Project Managers allows you to test your project management knowledge

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and expand your skills through story questions about interesting and mind-opening situations faced every day by project managers in the field. You choose what you think is the correct answer, and then check

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your choice. Each answer is followed by a short, specific explanation that gives you background detail on the topic and a problem solving approach you could try in your own organization. Many of the

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questions come from working project managers around the world, concerned with issues they face in real projects. This is a fun, quick approach to expand your practical project management knowledge.

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Practical Project Initiation
The Art and Science of Project
Management 3rd Edition
A Practical Guide, Second
Edition
Best Practices for Managing
Projects in the Real World

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Program Management Office/
PlayBook

Ivor Horton's Beginning ANSI
C++

PMBOK® Guide is the go-to
resource for project
management practitioners.

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The project management profession has significantly evolved due to emerging technology, new approaches and rapid market changes. Reflecting this evolution, The Standard for Project Management enumerates 12

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principles of project management and the PMBOK® Guide &– Seventh Edition is structured around eight project performance domains. This edition is designed to address practitioners' current and

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future needs and to help them be more proactive, innovative and nimble in enabling desired project outcomes. This edition of the PMBOK® Guide: • Reflects the full range of development approaches (predictive,

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adaptive, hybrid, etc.);•Provides an entire section devoted to tailoring the development approach and processes;•Includes an expanded list of models, methods, and artifacts;•Focuses on not

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just delivering project outputs but also enabling outcomes; and

- Integrates with PMIstandards+™ for information and standards application content based on project type, development approach, and industry

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sector.

Zero in on key project-initiation tasks—and build a solid foundation for successful software development. In this concise guide, critically-acclaimed author Karl E. Wiegers fills

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a void in project management literature by focusing on the activities that are essential—but often overlooked—for launching any project. Drawing on his extensive experience, Karl shares lessons learned,

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proven practices, and tools for getting your project off to the right start—and steering it to ultimate success. Lay a foundation for project success—discover how to: Effectively charter a project Define meaningful

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criteria for project success
and product releases
Negotiate achievable
commitments for project
teams and stakeholders
Identify and document
potential barriers to
success—and manage project

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risks Apply the Wideband
Delphi method for more
accurate estimation Measure
project performance and
avoid common metrics traps
Systematically apply lessons
learned to future projects
Companion Web site includes:

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Worksheets from inside the
book Project document
templates Resources for
project initiation and
process improvement
As a seasoned project
management consultant and
instructor for the American

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Management Association,
author Jack Ferraro has
gained years of experience
bridging the gap between
project managers and
functional managers to help
countless teams improve
their performance. Now, in

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this practical guide he shares engaging stories and lessons from his experiences and reveals the project management methodology and processes that will give you the advantage to ensure your projects' success--and

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advance organizational goals. Project Management for Non-Project Managers demystifies the jargon and processes of project management, encouraging functional managers to jump into the PM arena and arming

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them with step-by-step guidelines for mastering the most critical PM skills, including business analysis techniques, work breakdown structures, program sequencing techniques, and risk management methods.

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Great managers are experts at getting bottom-line results, but often do not understand their role in the success or failure of their organization's projects. As projects become more strategic and collaborative

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in nature, managers with even basic project-management knowledge are most capable of keeping projects business-focused. By switching gears from passive bystander to active owner of project strategies,

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you'll keep your team's projects on track and, as a result, increase their business value.

A Guide for Media Professionals

Hearings Before a Subcommittee of the

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Committee on Appropriations,
House of Representatives,
One Hundred Eighth Congress,
Second Session

Research and Advanced
Technology for Digital
Libraries

Producing Video Podcasts

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Operator Training Simulator
Handbook