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*Learn a simple, proven, step-by-step method for designing lean, effective, and motivational education and training from author Dr. John S. Hoffman, a thirty-year training veteran. A practitioner's guide geared toward the newcomer to professional instructional design, *Instructional Design—Step by Step* presents an easy-to-understand process that includes these features:*

- A primer on understanding how humans learn and the twelve principles of adult learning*
- Ten key teaching principles and twenty common training mistakes*
- Instruction on*

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*how to design computer application training complete with numerous examples illustrating new concepts and techniques • Simple principles and practical advice laid out in bulleted lists and tables that can be immediately applied to training projects • Follow-up questions at the end of every chapter with answers to test understanding of key concepts • A broad range of examples across subject areas gathered by assessing real-life situations • Sidebars containing recommendations for further reading • A bibliography and extensive index for locating specific information*

*Instructional Design—Step by Step and its*

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*companion volume, Instructional Development—Step by Step, provide a complete A-to-Z guide on how to design and develop instructional and educational materials—from short presentations to entire courses and curricula.*

*Project managers, sponsors, team members, and involved stakeholders know when things aren't going well. A frequent first indication is a missing or errant process. Project Health Assessment presents an innovative approach for assessing project processes through a set of ten critical success factors based on PMI's PMBOK® Guide knowledge areas. The findings*

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*from such assessments can help project managers reduce project risk, improve stakeholder satisfaction, and increase the likelihood of project success, as demonstrated by 30+ assessments done over 15 years of putting this approach into practice. Project Health Assessment breaks down each PMBOK® Guide knowledge area into its process steps, inputs, and outputs and then creates critical success factor questions that evaluate its effectiveness and potential risk. These questions can be used by project managers to establish sufficient project processes or by external entities to evaluate a project and assess*

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*its overall risk The book illustrates critical success factor points through numerous case studies, including a step-by-step example of how to conduct a project health assessment from engagement acquisition through startup, initial assessment, and periodic follow-up assessments. The book provides several downloadable document, spreadsheet, and scheduling templates that practitioners can customize and use in their projects. Using these tools, you can avoid or minimize the cost of failed projects to your organization.*

*Written by one of the leading experts in content managementsystems (CMS), this*

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*newly revised bestseller guides readers through the confusing and often intimidating task of building, implementing, running, and managing a CMS Updated to cover recent developments in online delivery systems, as well as XML and related technologies Reflects valuable input from CMS users who attended the author's workshops, conferences, and courses An essential reference showing anyone involved in information delivery systems how to plan and implement a system that can handle large amounts of information and help achieve an organization's overall goals Except the article forming the main content most HTML*

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*documents on the WWW contain additional contents such as navigation menus, design elements or commercial banners. In the context of several applications it is necessary to draw the distinction between main and additional content automatically. Content extraction and template detection are the two approaches to solve this task. This book gives an extensive overview and detailed description of existing and newly developed algorithms from both areas. The described content extraction algorithms are evaluated under different aspects using objective performance measures. An analysis of methods to cluster web documents*

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*according to their underlying templates completes the book. In combination with a localised crawling process this clustering analysis can be used to automatically create sets of training documents for template detection. As the whole process can be automated it allows to perform template detection on a single document, thereby combining the advantages of single and multi document algorithms.*

*Content Management Bible  
Nine Easy Steps for Designing  
Lean, Effective, and Motivational  
Instruction*

*Template Analysis for Business  
and Management Students*



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*Determining Project Requirements, Second Edition*

*A Guide to the Project*

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

*Identifying the Main Content in HTML Documents*

This book discusses the overall development and use of smart courts from the perspective of system-of-systems engineering (SoSE) and its methodology, analyzes the relationships between the components, structures, environments, and functions of various systems, and illustrates the basic approaches to system design, specification, integration, operation and

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management. As the general introductory book of the China Smart Court Development Series, this book provides an overview of the development of Chinese people's courts in the application of information technology over the past two decades and outlines the key areas of exploration in the Smart Court SoSe project centered on the development practices during the 13th Five-Year Plan period. It also forecasts the future development and evolution of the smart court information system. The key topics introduced in the book, including the overall design of complex information systems, integrated interconnection networks-based system integration, judicial big data quality control and analytics services, various

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types of AI-enabled judicial services, quality and efficiency-oriented operation and maintenance services for large-scale information systems, etc., all came from the basic research of information science and theories, as well as the systems engineering practices of the Smart Court SoSe project. They not only reflect the latest findings on systems engineering and architecture methods in China and overseas, but also reveal many innovative approaches to SoSE methods and paradigms, which can be used for the design and continued development of smart courts at a new and higher starting point. It is believed that they can also serve as good examples and reference points for the development in IT application and complex information

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systems engineering in other sectors. Organizations waste millions of dollars every year on failed projects. Failure is practically guaranteed by poor or incomplete requirements that do not properly define projects in their initial stages. Business analysis is the critical process ensuring projects start on the path toward success. To accurately determine project requirements, business

The Present Book Is The Most Authentic Presentation Of Contemporary Concept, Tools And Application Of Human Resource Management. All The Latest Developments In The Arena Have Been Incorporated. It Remarkably Differs From The Books On The Subject Written In A Conventional Manner As

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It Does Not Attempt To Rediscover Personnel Management Under The Garb Of Human Resource Management. A Separate Chapter On Strategic Human Resource Management Is The Uniqueness Of This Book. Attempt Has Been Made To Provide For The Ambitious Students And The Inquisitive Scholars A Comfortable, Genuine And Firm Grasp Of Key Concepts For Practical Application Of Human Resource Management Techniques In Actual Business Organisations. Review Questions Have Been Provided At The End Of Each Section To Help The Students Prepare Well For The Examination. In Its Description Of The Entire Conceptual Framework Of Human Resource Management, Care

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Has Been Taken To Avoid Jargons Which Usually Obscure A Work Of This Kind. Another Speciality Of The Book Is That It Can Be Used As A Textbook By Students And As Handbook By Hr Managers And Practitioners. It Will Be Highly Useful For The Students Of Mba/Mhrm/Mpm/MIw/Msw In Hrm And M.Com. Courses Of All Indian Universities.

Step-by-step guide to using QlikView and Qlik Sense to unlock the meaning in your data QlikView Your Business shows you how to build dynamic, best-of-breed data visualizations using the QlikView toolset. This full-color, step-by-step guide walks you through the basics of using the tools, then dives deep to provide expert advice on

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complex implementation techniques and solutions. Coverage includes both QlikView and Qlik Sense, with a focus on the process of developing analytic applications, with scripting and visualization techniques for analyzing sales, profitability, and inventory. You will learn how to analyze your data, determine the appropriate solution, define the data model, and develop the load script and user interface for a complete analytic solution implemented in QlikView, Qlik Sense, or both. The companion website provides sample data sets, scripts, and visualizations that support chapter examples. Data visualization helps unlock the stories within the data, making it easier to see and make sense of complex data points. Many visualization tools are complex

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and require advanced training, but QlikView's toolset was specifically designed for speed and ease of use. This book gets you up and running quickly, using QlikView and Qlik Sense to deliver timely and relevant results. Develop solutions to analyze sales, profitability, and inventory Understand the business scenarios relevant to each solution Organize and manage QlikView implementation projects Learn best practices for deploying QlikView in the enterprise This book goes beyond the basics to illustrate little-known features and techniques for getting the most out of the toolset, supporting the needs of the business analysts who use it, as well as the developers who support it. QlikView Your Business is your essential guide to



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better data analysis.

Determining Project Requirements

JURIX 2007: the Twentieth Annual  
Conference

Strategic Approach to Human Resource  
Management

The Business Analyst as Strategist

Emerging Strategies for Public  
Education Reform

For courses in Software Engineering,  
Software Development, or Object-  
Oriented Design and Analysis at the  
Junior/Senior or Graduate level. This  
text can also be utilized in short  
technical courses or in short, intensive  
management courses. Object-Oriented  
Software Engineering Using UML,  
Patterns, and Java, 3e, shows readers  
how to use both the principles of

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software engineering and the practices of various object-oriented tools, processes, and products. Using a step-by-step case study to illustrate the concepts and topics in each chapter, Bruegge and Dutoit emphasize learning object-oriented software engineer through practical experience: readers can apply the techniques learned in class by implementing a real-world software project. The third edition addresses new trends, in particular agile project management (Chapter 14 Project Management) and agile methodologies (Chapter 16 Methodologies).

This book is the proceedings of the 5th China High-resolution Earth Observation Conference (CHREOC). The series conference of China High

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Resolution Earth Observation has been becoming the influential academic event in the earth detection area, and attracting more and more top experts and industry users of related fields. The CHREOCs focus on the popular topics including military-civilian integration, the One Belt and One Road project, the transformation of scientific research achievements, and it also discusses the new ideas, new technologies, new methods, and new developments. The CHREOCs have effectively promoted high-level institutional mechanisms, technological innovation, and industrial upgrading in the high-resolution earth observation area, and arouse the influence of the national-sponsored major project. All papers in this proceeding are from the 5th CHREOC,

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and most authors are the researchers and experts participating the state major project CHEOS. The papers are the extraction of research results and reflect the technique level and research direction of the field high-resolution earth observation. All articles have gone through the scientific and strict reviews for several rounds by the experts from the related fields, and therefore reflect the research level and technology innovation of the high-resolution field earth observation. This proceedings will be an informative and valuable reference for both academic research and engineering practice. This book focuses on providing information on project management specific for software implementations within the healthcare industry. It can be

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used as a guide for beginners as well as a reference for current project managers who might be new to software implementations. Utilizing the Project Management Institute's (PMI) methodology, process groups and knowledge areas are defined as they relate to implementing custom and commercial off-the-shelf (COTS) software. The Software Development Life Cycle (SDLC) is a standard for developing custom software, but can also be followed for implementing COTS applications as well. How will the system be set up from an architecture and hardware standpoint? What environments will be needed and why? How are changes managed throughout the project and after? These questions and more will be reviewed.

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The differences between types of testing are defined as well as when each are utilized. Planning for the activation and measuring the success of the project and how well the strategic need has been met are key activities that are often not given the time and effort as the other parts of the implementation project. This new edition updates the current content to better align with the newest version of the PMI's Project Management Body of Knowledge (PMBOK), as well as the latest technology and concepts. In addition, this new edition includes additional chapters on agile management, stakeholder management, and choosing the right methodology. PMBOK® Guide is the go-to resource for project management

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practitioners. 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 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 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, adaptive, hybrid, etc.); ¶ Provides an entire section devoted to tailoring the development

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approach and processes;□Includes an expanded list of models, methods, and artifacts;□Focuses on not 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 sector.

Business Continuity

Introduction to the Smart Court System-of-Systems Engineering Project of China

QlikView Your Business

Lessons from Fifty Years of Software Experience

Trends and Innovations in Information Systems and Technologies

Proceedings 1999 Symposium on Document Image Understanding



Technology

***This book gathers selected papers presented at the 2020 World Conference on Information Systems and Technologies (WorldCIST'20), held in Budva, Montenegro, from April 7 to 10, 2020. WorldCIST provides a global forum for researchers and practitioners to present and discuss recent results and innovations, current trends, professional experiences with and challenges regarding***

***various aspects of modern information systems and technologies. The main topics covered are A) Information and Knowledge Management; B) Organizational Models and Information Systems; C) Software and Systems Modeling; D) Software Systems, Architectures, Applications and Tools; E) Multimedia Systems and Applications; F) Computer Networks, Mobility and Pervasive Systems; G) Intelligent and Decision Support Systems; H) Big Data***

***Analytics and Applications; I) Human-Computer Interaction; J) Ethics, Computers & Security; K) Health Informatics; L) Information Technologies in Education; M) Information Technologies in Radiocommunications; and N) Technologies for Biomedical Applications. 2014 International Conference on Education and Management Science (ICEMS2014) will be held in Beijing, China on August 19-20, 2014. The main purpose of this***

***conference is to provide a common forum for researchers, scientists, and students from all over the world to present their recent findings, ideas, developments and application in the border areas of Education and Management Science. It will also report progress and development of methodologies, technologies, planning and implementation, tools and standards in information systems. Education is an internal topic. It is a process of***

***delivering knowledge in a basic meaning. Humans are hard to define the actual definition of education. But it is the key point for our society to step forward.***

***Management science is the discipline that adapts the scientific approach for problem solving to help managers making informed decisions. The goal of management science is to recommend the course of action that is expected to yield the best outcome with what is available.***

***The key to any successful IT Service Management solution are strong, clear processes that are fit for purpose. The continual cycle of service improvements must therefore look at the existing processes and assess how effective they are within changing business requirements. This innovative title not only looks at this fundamental process assessment, it does it using the key ISO/IEC standard in this area. In brief, this title explains***

***the meeting between two standards: ITIL: the de facto standard in IT Service Management. ISO/IEC 15504***

***Information technology - Process assessment***

***Readers can therefore be confident of a strong, well-thought out and solid approach which will help identify: The concepts of process assessment and process maturity How to plan and perform a process assessment How to use the approach How to launch an improvement process***

***starting with an assessment project Because it focuses on 10 key processes the TIPA framework can be applied with equal success to ITILv2, ITIL v3 or to the ISO/IEC 20000. This manual will also convey valuable information for understanding the roles and differences between: process assessment, traditional conformity assessment, audit and self-assessment suite. Finally, it is illustrated with real-life case studies, which highlight what***



***should be done and what should be avoided. The reader will thus learn process assessment based on genuine experiences. This brief, inexpensive guide introduces students and novices to the key elements of qualitative research methods. Written in a friendly, conversational style, replete with good examples from multiple disciplines, student exercises, and key points to remember, the volume works ideally with other qualitative textbooks to***

***provide a comprehensive  
overview to qualitative  
methods for students.  
Chapters cover the  
essentials of theory  
building, research design,  
methods, data collection  
and analysis, writing,  
ethics, rigor and proposal  
writing.***

***100 Industrial-Strength  
Tips & Tools***

***Using UML, Patterns, and  
Java***

***4th IFIP WG 5.4 Working  
Conference, CAI 2011,  
Strasbourg, France, June  
30 - July 1, 2011,  
Proceedings***

***BUILDING BUSINESS  
SOLUTIONS***

***Rapid Instructional  
Design  
Using Word in the  
Classroom***

In Template Analysis, Nigel King and Joanna Brookes guide you through the origins of template analysis and its place in qualitative research, its basic components, and the main strengths and limitations of this method. Practical case studies and examples from published research then guide you through how to use it in your own research

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project. Ideal for Business and Management students reading for a Master's degree, each book in the series may also serve as a reference book for doctoral students and faculty members interested in the method. Part of SAGE's Mastering Business Research Methods, conceived and edited by Bill Lee, Mark N. K. Saunders and Vadake K. Narayanan and designed to support researchers by providing in-depth and practical guidance on using a chosen method of data collection or analysis. Watch

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the editors introduce the Mastering Business Research Methods series.

This volume constitutes the refereed proceedings of the 4th IFIP WG 5.4. Working Conference on Computer-Aided Innovation, CAI 2011, held in Strasbourg, France, in June/July 2011. The 14 revised papers presented were carefully reviewed and selected from numerous submissions. They cover a broad range of topics from basic research to industrial applications of computer-aided innovation systems. Drawing on 20+ years

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helping software teams succeed in nearly 150 organizations, Karl Wieggers presents 60 concise lessons and practical recommendations students can apply to all kinds of projects, regardless of application domain, technology, development lifecycle, or platform infrastructure. Embodying both wisdom for deeper understanding and guidance for practical use, this book represent an invaluable complement to the technical nuts and bolts software developers usually study.

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Software Development Pearls covers multiple crucial domains of project success: requirements, design, project management, culture and teamwork, quality, and process improvement. Each chapter suggests several first steps and next steps to help you begin immediately applying the author's hard-won lessons--and writing code that is more successful in every way that matters. A combination of art and skill that results in the balancing of project objectives against restraints of time, budget, and quality, effective project

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management requires skill and experience as well as many tools and techniques. Project Management Tools and Techniques: A Practical Guide describes these tools and techniques and how to use them, giving students the strong foundation they need to develop the skills and experience needed for a successful career in project management. The first five sections discuss a typical project life cycle, and beginning with an introduction to project management in terms of the role it plays in the



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organization and how a business case drives the process. From this starting point, the various planning and control-oriented techniques described evolve this process through the life cycle from scope development to completion. The final section closes the discussion with a group of more contemporary topics labeled "advanced." These are essential tools that need to be in wide use but are still evolving in practice. Most of the chapters supply sample questions and exercises to help with a review of the

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material. Each of the authors has extensive real-world experience in her or his respective professional areas with a combined experience of about 100 years. They have selected topics based on their valuation of the tool and its project management value. They present the material in such a way that the concepts can be applied to any project. Once this material is mastered, students will have a good overview regarding the basic planning and control actions required by a project manager. Also, this book will

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make a great reference  
guide that can be used by  
project managers and team  
members for years to come.  
Mastering the BABOK® and  
the CBAP® Exam

The Design and Management  
of Medical Device Clinical  
Trials

Translating Business  
Strategies into Valuable  
Solutions

A Practical Guide  
Business Analysis and  
Business Rules

Content Extraction

A guide to online investing covers  
such topics as screening  
investments, using Excel for

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financial analysis, analyzing company information, executing trades, mutual fund investments, managing a portfolio, and financial planning.

This high-quality quick reference offers practical word-processing tips and techniques for teachers at all levels and includes lesson plans, forms, stationery, form letters, announcements, and much more.

This business book is different.

Unlike every other book you'll read with titles like "How To Craft The Perfect Business Plan in 89 Incredibly Simple Steps", this book is different. It's a simple "How To" guide for creating a Business Plan that's right for you and your business and also an easy to follow workbook. The workbook will guide you through the process you need

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to follow. It tells you the questions that you need to consider, the numbers you need (and how to get them), and supporting documents you need to gather. The main purpose of a business plan is to aid YOU in running YOUR business. So the workbook has been designed for you to write the information in and refer back to as needed. If you need to supply your Business Plan to another party, such as a bank if you're looking for finance, then it's simple to type up the various sections for a professional document. Running your own business is both a challenging and daunting prospect. With a well-thought-out business plan in place (anticipating the challenges you'll face AND the solutions) it will be much less daunting and much more

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exciting. Good luck! Molly

The adaptability of public education is essential for the success of students and education professionals alike. Comprehensive reform that promotes equality and equity in educational spheres can promote adaptability and allow educational institutions and education professionals better longevity. Emerging Strategies for Public Education Reform is a cutting-edge research publication that provides comprehensive research on merging topics that have a significant impact on teaching and learning, which may include educational policy and updating teacher education. Featuring a wide range of topics such as curriculum design, mental health, and religious education, this

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book is ideal for academicians,  
curriculum designers, education  
professionals, researchers,  
policymakers, and students.

SharePoint 2010 ABC

Object-oriented Software  
Engineering

Online Investing Hacks

Ubiquitous Information

Technologies and Applications

ITSM Process Assessment

Supporting ITIL (TIPA)

Project Health Assessment

*Recent advances in  
electronic and computer  
technologies have paved the  
way for the proliferation of  
ubiquitous computing and  
innovative applications that  
incorporate these  
technologies. This  
proceedings book describes*

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*these new and innovative technologies, and covers topics like Ubiquitous Communication and Networks, Security Systems, Smart Devices and Applications, Cloud and Grid Systems, Service-oriented and Web Service Computing, Embedded Hardware and Image Processing and Multimedia. The classic guide to instructional design, fully updated for the new ways we learn Rapid Instructional Design is the industry standard guide to creating effective instructional materials, providing no-nonsense practicality rather than theory-driven text. Beginning with a look at*



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*what "instructional design" really means, readers are guided step-by-step through the ADDIE model to explore techniques for analysis, design, development, intervention, and evaluation. This new third edition has been updated to cover new applications, technologies, and concepts, and includes many new templates, real-life examples, and additional instructor materials. Instruction delivery has expanded rapidly in the nine years since the second edition's publication, and this update covers all the major advances in the field. The major instructional*

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*models are expanded to apply to e-learning, MOOCs, mobile learning, and social network-based learning. Informal learning and communities of practice are examined, as well. Instructional design is the systematic process by which instructional materials are designed, developed, and delivered. Designers must determine the learner's current state and needs, define the end goals of the instruction, and create an intervention to assist in the transition. This book is a complete guide to the process, helping readers design efficient, effective materials. Learn the ins and*

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*outs of the ADDIE model  
Discover shortcuts for rapid  
design Design for e-  
learning, Millennials, and  
MOOCs Investigate methods  
for emerging avenues of  
instruction This book does  
exactly what a well-designed  
course should do, providing  
relevant guidance for anyone  
who wants to know how to  
apply good instructional  
design. Eminently practical  
and fully up-to-date, Rapid  
Instructional Design is the  
one-stop guide to more  
effective instruction.  
The Business Continuity  
playbook provides the  
background and tools to  
create, manage, and execute  
all facets of an*

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*organization's business continuity program (BCP). Business continuity planning is an activity performed daily by organizations of all types and sizes to ensure that critical business functions are available before, during, and after a crisis. This playbook guides the security leader through the development, implementation, and maintenance of a successful BCP. The text begins with a detailed description of the concept and value of business continuity planning, transitioning into a step-by-step guide to building or enhancing a BCP. Its 14*

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*appendices, which include sample forms, templates, and definitions, make it an invaluable resource for business continuity planning. The Business Continuity playbook is a part of Elsevier's Security Executive Council Risk Management Portfolio, a collection of real world solutions and "how-to" guidelines that equip executives, practitioners, and educators with proven information for successful security and risk management programs. Answers the unavoidable question, "What is the business value of a business continuity program?" Breaks down a*

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*business continuity program into four major elements for better understanding and easier implementation*

*Includes 14 appendices that provide sample forms, templates, and definitions for immediate adaptation in any business setting*

*Aligning business intelligence (BI) infrastructure with strategy processes not only improves your organization's ability to respond to change, but also adds significant value to your BI infrastructure and development investments. Until now, there has been a need for a comprehensive book on business analysis for BI that starts with a*

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*macro view and  
International Conference on  
Education and Management  
Science (ICEMS2014)  
Business Plan Market  
Analysis Template  
An Expert Guide to Business  
Discovery with QlikView and  
Qlik Sense  
Redesigning CompraNet  
through Stakeholder  
Engagement  
Playbook  
OECD Public Governance  
Reviews Mexico's e-  
Procurement System  
Redesigning CompraNet  
through Stakeholder  
Engagement*

**Clinical trials tasks and activities are  
widely diverse and require certain  
skill sets to both plan and execute.**

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**This book provides professionals in the field of clinical research with valuable information on the challenging issues of the design, execution, and management of clinical trials, and how to resolve these issues effectively. It discusses key obstacles such as challenges to patient recruitment, investigator and study site selection, and dealing with compliance issues. Through practical examples, professionals working with medical device clinical trials will discover the appropriate steps to take.**

**This review of the Mexican Federal e-Procurement system, CompraNet, assesses the system's ability to ensure that public procurement in Mexico is efficient, effective,**



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**transparent and accountable. Now readers can develop the complete Microsoft Word 2016 skills needed to be successful in college or the business world beyond with the emphasis on critical-thinking, problem-solving, and in-depth coverage found in NEW PERSPECTIVES MICROSOFT OFFICE 365 & WORD 2016: COMPREHENSIVE. Updated with all-new case scenarios, this edition clearly applies the Word 2016 skills readers are learning to real-world situations, making the concepts even more relevant. All content and activities throughout NEW PERSPECTIVES MICROSOFT OFFICE 365 & WORD 2016: COMPREHENSIVE help readers**

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**understand the importance of each Microsoft Word 2016 skill they are learning. This edition focuses on strengthening learning outcomes and transferring the complete Microsoft Word 2016 skill set to other applications and disciplines for further success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.**

**Good requirements do not come from a tool, or from a customer interview. They come from a repeatable set of processes that take a project from the early idea stage through to the creation of an agreed-upon project and product scope between the customer and the**

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**developer. From enterprise analysis and planning requirements gathering to documentation, Determining Project Requirements, Second Edition: Mastering the BABOK® and the CBAP® Exam covers the entire business analysis cycle as well as modeling techniques. Aligned with the International Institute of Business Analysis' (IIBA) Business Analysis Body of Knowledge 2.0® (BABOK® Guide 2.0), the second edition of this popular reference provides readers with a complete and up-to-date resource for preparing to take the Certified Business Analysis Professional (CBAP®) examination. It also: Presents helpful techniques, tools, best practices, and templates to**

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**help readers improve the requirements gathering processes within their organization Contains exercises, sample solutions, and a case study that illustrate how to deal with the various situations that might be encountered in the requirements gathering process Supplies a broad overview of a multitude of business analysis issues Includes two sample business requirements documents—one is a comprehensive template, provided courtesy of ESI International, the second is a simpler template suitable for smaller projects The book covers all of the BABOK® knowledge areas and features new preparatory sections for the CBAP® exam that include 300 questions. It examines**

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**data modeling, requirements modeling techniques, process modeling, and hybrid techniques.**

**With its many examples, use cases, and business requirements document templates, this book is the ideal self-study guide for practitioners. The combination of theory, activities, exercises, solutions, case study, and exam questions also makes it suitable for business analysis students.**

**Volume 1**

**Software Development Pearls**

**New Perspectives Microsoft Office**

**365 & Word 2016: Comprehensive**

**Project Management Tools and**

**Techniques**

**Building Innovation Pipelines**

**through Computer-Aided Innovation**

**Business Analysis for Business**

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## **Intelligence**

**An organization's ability to achieve strategic goals through programs and supporting projects depends on its ability to establish a future vision, set strategic goals, select the most valuable projects, and then execute flawlessly.**

**Organizational strategic alignment is achieved by converting strategic plans and goals into a valuable portfolio of programs and supporting projects. Strategic project leaders and project teams execute the project plans to meet objectives and deliver**

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**project outcomes, adding value to the organization. As the role of the business analyst evolves and matures, senior business analysts will emerge as the key individuals in the organization who have the depth of business acumen and technological proficiency to serve as both business and technology experts. In this capacity, business analysts will become involved in an array of activities designed to devise a strategy to reach the organization's future business vision by achieving strategic goals. As the business analyst elevates into a leadership role**

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**as the business and technology strategist, he or she serves the executive team by facilitating, informing, and enabling the most favorable business decisions during the strategic planning and enterprise analysis phases of the business solution life cycle (BSLC). This book examines the emerging critical role of the business analyst during these first two phases of the BSLC. Includes papers from the twentieth JURIX conference. This book covers topics such as: ontology of the Polish Commercial Companies Code,**



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**a methodology for modeling legal workflows, content management and version management of legislation, representation of deadlines, and, an ontology for summarizing documents.**

**Instructional Design—Step by Step**

**Business Plan Analysis  
Template**

**The Project Manager's Guide  
to Health Information  
Technology Implementation  
CUTE 2012**

**Legal Knowledge and  
Information Systems  
Essentials of Qualitative  
Inquiry**