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Incomplete or missed requirements, omissions, ambiguous product features, lack of user involvement, unrealistic customer expectations, and the proverbial scope creep can result in cost overruns, missed deadlines, poor product quality, and can very well ruin a project. Project Scope Management: A Practical Guide to Requirements for Engineering, Prod
Let's face it – who among

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us has only a single project? Multiple projects are the norm, not the exception, and there are very good reasons why this is so. A lot of projects simply aren't big enough to justify the investment of a full-time project manager: having only one is impractical. Depending on the availability of resources, a multiple project environment can accomplish substantial work while lowering the overhead burden of project management by consolidating processes. In this book, you will

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learn how to recognize the characteristics and to manage effectively in each of these situations, how to plan and organize your work, how to influence other people who may not report to you in an official supervisory capacity, and how to get results. This is an ebook version of the AMA Self-Study course. If you want to take the course for credit you need to either purchase a hard copy of the course through amaselfstudy.org or purchase an online version of the course through

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www.flexstudy.com.

A Practical Guide to Project Management is a clear, concise tool for busy managers to help them plan, organize and execute projects. Written by an experienced and successful project manager, it offers insight into how to lead a group through a defined process and reach the desired goals. While the book focuses on the corporate environment, the concepts presented are applicable to any project situation. Topics include goal definition, team structure, the importance

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of a Project Charter, developing a plan, establishing a budget, organizing and facilitating meetings, monitoring progress, project documentation, communication, staying on schedule, resolving conflict and evaluating the project when complete. The book includes document templates and a sample project. There are "games" that can be used to develop plans, suggestions on communicating meeting results without meeting minutes and methods to streamline project

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documentation. A Practical Guide to Project Management provides what managers need to complete initiative on time, on budget and with the desired results.

This extensively revised second edition of the acclaimed and bestselling book, Workflow Modeling serves as a complete guide to discovering, scoping, assessing, modeling, and redesigning business processes. Providing proven techniques for identifying, modeling, and redesigning business processes, and explaining

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how to implement workflow improvement, this book helps you define requirements for systems development or systems acquisition.

Information Technology

Project Management

Project Management

Communication Tools

A Practical Guide

Project Management

Techniques from the

Trenches

SharePoint 2010 for

Project Management

Foundations of User

Experience Design

Learn How to Manage Your

Projects with SharePoint

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This book discusses the opportunities and conditions that digital technology provides to extend, innovate and differentiate the services offered by consulting companies. It introduces suitable artefacts like web-based consulting platforms, consulting applications, semantic technologies and tools for data mining and collaboration. Furthermore it examines concepts to evaluate the virtualization of consulting processes and showcases how solutions can be developed to blend traditional and digital consulting models. Presenting state-of-the-art research and providing a comprehensive overview of the methods and techniques needed for digital transformation in the consulting industry, the book serves as both a guide and a roadmap for innovative consulting companies.

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The Practical Guide to Lean Sigma Problem-Solving--Expanded & Updated! Lean Sigma delivers results--if you use the right tools and techniques. In this updated edition, Ian Wedgwood details his proven best-practices from more than forty successful Six Sigma and Lean deployments in multiple industries, helping you identify and apply the solutions that will work best in your projects. This expanded edition offers detailed guidance on DMAIC process improvement, DMASC standardization, Kaizen accelerated improvement, and more. Wedgwood helps you identify potential Lean Sigma projects, even in processes without obvious targets. He illuminates fast, effective routes to solving global and individual step-process problems, and explains why these solutions

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work. Next, he presents 62 detailed "tools roadmaps": step-by-step instructions showing exactly how and when to use each of these techniques:

5 Whys 5S Affinity Anova Box plot Capability C&E matrix Chi-Square Concept ideation, design, selection Control charts Control plan Core process map Critical path analysis Customer interviewing Customer requirements tree Customer surveys D-Study Demand profiling Demand segmentation DOE Fishbone diagram Handoff map KPOVs & data Load chart MSAs Multi-Cycle analysis Multi-Vari studies Murphy's analysis Normality test OEE Pareto chart Process performance mgmt. Poka Yoke Process board Process FMEA Process scorecard Process variables (I/O) map Project charter Pull systems & Kanban Rapid changeover (SMED)

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Regression SIPOC Spaghetti map
Standard work instructions SPC
Swimlane map Test of equal variance
Time Total productive maintenance T-
tests Value stream map With this
guide Green, Black, or Master Black
Belts will benefit from decades of Six
Sigma and Lean consulting
experience.

The digital era's new consumer
demands a new approach to PR
Inbound PR is the handbook that can
transform your agency's business.
Today's customer is fundamentally
different, and traditional PR strategies
are falling by the wayside. Nobody
wants to feel "marketed to;" we want
to make our own choices based on our
own research and experiences online.
When problems arise, we demand
answers on social media, directly
engaging the company in front of a

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global audience. We are the most empowered, sophisticated customer base in the history of PR, and PR professionals must draw upon an enormous breadth of skills and techniques to serve their clients' interests. Unfortunately, those efforts are becoming increasingly ephemeral and difficult to track using traditional metrics. This book merges content and measurement to give today's PR agencies a new way to build brands, evaluate performance and track ROI. The ability to reach the new consumer, build the relationship, and quantify the ROI of PR services allows you to develop an inbound business and the internal capabilities to meet and exceed the needs of the most demanding client. In this digital age of constant contact and worldwide platforms, it's the only way to

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sustainably grow your business and expand your reach while bolstering your effectiveness on any platform. This book shows you what you need to know, and gives you a clear framework for putting numbers to reputation. Build brand awareness without “marketing to” the audience Generate more, higher-quality customer or media leads Close the deal and nurture the customer or media relationship Track the ROI of each stage in the process Content is the name of the game now, and PR agencies must be able to prove their worth or risk being swept under with obsolete methods. Inbound PR provides critical guidance for PR growth in the digital era, complete with a practical framework for stimulating that growth.

Readers discover exciting

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opportunities and challenges in technology today with Schwalbe's INFORMATION TECHNOLOGY PROJECT MANAGEMENT, 8E. This unique book demonstrates principles distinctive to managing information technology (IT). No book offers more insights and tools for IT project management success, including updates that reflect the latest PMBOK Guide. This edition weaves theory with successful practices for an integrated focus on the concepts, tools, and techniques that are most effective today. This is the only text to apply all 10 project management knowledge areas to IT projects. Readers master skills in project integration, scope, time, cost, quality, human resource, communications, risk, procurement, and stakeholder management as well as all five process groups -- initiating,

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planning, executing, monitoring and controlling, and closing. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Identity and Access Management
The How to Project Manage Series
Project Management JumpStart

A Practical Guide to Requirements for Engineering, Product, Construction, IT and Enterprise Projects
The Foundation for Project Management Excellence
Templates For Managing Training Projects

This book was written for experienced project management professionals and executives who find

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themselves in front of difficult projects and want to be successful. Managing projects in today's rapidly changing business environment has proven to be more challenging than most project managers and executives would like to admit. This is evidenced by the alarming number of projects that fail to complete within budget, on time, with the right scope, with the right quality, and a highly satisfied customer. The chapters are laid out in

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a logical sequence and the information is structured in a way that it can be followed like a recipe book. Each chapter includes the following sections: Overview, Why is this important, Who is involved, When should someone use this process, Initial set-up, Execution (how to do it), Summary & Conclusion, More than you wanted to know and Bibliography. This book also provides an extensive companion

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website. The companion website contains tools, processes, and templates that may be used immediately to complete any size project or program. The objective of this book is to share best practices enabling project and program managers to make better decisions and be more successful. This book contains the most critical aspects of initiating, planning, executing, controlling, and closing out a project.

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Now updated for the 2016 PMP exam Learn the latest principles and certification objectives in The PMBOK® Guide, (Fifth Version), in a unique and inspiring way with Head First PMP. This book helps you prepare for the PMP certification exam using a visually rich format designed for the way your brain works. You'll find a full-length sample exam included inside the book. More than just proof of passing a test, a PMP

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certification means that you have the knowledge to solve most common project problems. But studying for a difficult four-hour exam on project management isn't easy, even for experienced project managers. Drawing on the latest research in neurobiology, cognitive science, and learning theory, Head First PMP offers you a multi-sensory experience that helps the material stick, not a text-heavy approach that puts you

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to sleep. This book will help you: Learn PMP's underlying concepts to help you understand the PMBOK principles and pass the certification exam with flying colors Get 100% coverage of the latest principles and certification objectives in The PMBOK Guide, Fifth Edition Make use of a thorough and effective preparation guide with hundreds of practice questions and exam strategies Explore the material through puzzles, games,

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problems, and exercises that make learning easy and entertaining Head First PMP puts project management principles into context to help you understand, remember, and apply them—not just on the exam, but also on the job.

If you were to analyze your team's performance on a typical project, you'd be surprised how much time is wasted on non-productive tasks. This hands-on guide shows you how to work more efficiently by

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organizing and managing projects with SharePoint 2010. You'll learn how to build a Project Management Information System (PMIS), customized to your project, that can effectively coordinate communication and collaboration among team members. Written by a certified Project Management Professional (PMP) and Microsoft SharePoint MVP with 15 years of IT project management experience, each chapter includes

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step-by-step guides as well as workshops that help you practice what you learn. Build a SharePoint PMIS that requires little assistance from your IT/IS department Define access permissions for project stakeholders and team members Centralize project artifacts and keep track of document history with version control Track project schedules, control changes, and manage project risks Automate project reporting and

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use web parts to generate on-demand status reports Integrate project management tools such as Excel, Microsoft Project, PowerPoint, and Outlook Apply your knowledge of PMIS techniques by working with a case study throughout the book "If you are a project manager looking for a technology-based, easily implemented, and usable solution for project communications, document management, and general project organization,

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this book is for you!"
-Susan Weese, PgMP,
President and Founder,
Rhyming Planet
Real-world project
management tools and
techniques you can start
using today! IT
professionals are often
faced with extremely
challenging project
deployments, as well as
initiatives that are
mission-critical to
their organizations. For
IT project managers, a
strong understanding of
the discipline of
project management can

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be invaluable—both to success with individual projects and to their overall careers.

However, most books and training materials on project management pay little or no attention to the unique challenges IT project managers face. PM Crash Course™ for IT Professionals is full of project management tools that you can apply immediately to your IT projects—to deliver them on time, on budget, and with fewer headaches.

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Authored by world-renowned project management trainer Rita Mulcahy, this book will help you get your IT projects back on track using proven, real-world project management tools and techniques. This revolutionary Course in a Book® covers the basics of project management, including planning, scheduling, budgeting, and more. It also moves beyond the basics to cover a number of real-world project management tools and

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techniques for IT initiatives. The authors provide indispensable practical checklists, templates, and exercises to reinforce your learning of these concepts. The book includes dozens of tricks, insights, and contributions from real project managers sharing what has made a difference for them when managing real-world projects. If you are looking for easy-to-use tools and processes to make an immediate impact

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on your current IT project, PM Crash Course™ for IT Professionals is the resource for you. Rita Mulcahy, PMP, founder and CEO of RMC Project Management, is the most popular project management author in the world. Since 1991, hundreds of thousands of project managers have utilized her 30+ best-selling books and resources to expand their project management knowledge and further their careers. Real-

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World Issues Covered: •
Understanding why IT projects fail—and preventing failure •
Defining effective IT project charters and requirements •
Organizing IT roadmaps into manageable projects
• *Capturing, creating, and using historical data* • *Establishing “soft” and “hard” project metrics and milestones* • *Defining project scope, and avoiding scope creep* •
Identifying and managing stakeholders and

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expectations • Choosing the right PM tools for your needs—including in-house, hosted, and cloud-based solutions

*Project Scope Management
The Unwritten Rules of
Managing Up*

*How to Create a Project
Management Information
System (PMIS) with
SharePoint*

*The PR Agency's Manual
to Transforming Your
Business With Inbound
Managing Engineering,
Construction and
Manufacturing Projects
to PMI, APM and BSI*

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Standards

Tools for Process

Improvement and

Applications Development

Managing Multiple

Projects

Discover exciting behind-the-scenes opportunities and challenges in technology today with Schwalbe's unique INFORMATION TECHNOLOGY PROJECT MANAGEMENT, REVISED 7E. This one-of-a-kind book demonstrates the principles distinctive to managing information technology (IT) projects that

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extend well beyond standard project management requirements. 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 global standard for managing projects and earning certification. The book weaves today's theory with successful practices for an understandable, integrated presentation

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that 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 management knowledge areas to IT projects. You master skills in project integration, scope, time, cost, quality, human resource, communications, risk, procurement, and stakeholder management as well as all five process

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groups--initiating, planning, executing, monitoring and controlling, and closing. Intriguing examples from familiar companies featured 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 information technology projects with success. The REVISED Seventh Edition has updated

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Appendix A for Microsoft Project 2013. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Are you reinventing the wheel each time you create a training project? Organize your way to efficiency with project management templates and tools specifically designed for training professionals. This book is at its core a bank of

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training knowledge. Each customizable template is practical to use on training-related projects or ongoing operations. In this book you will find: forms to help you manage all aspects of your training project helpful information to guide you as you institute an information system for your training department templates that help you deliver business results and business success. Using good forms correctly can

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greatly increase productivity and consistency within a distributed network of project team members. Whether you are a project manager who has training responsibilities, or a trainer responsible for managing projects, this guide offers tools you need to maximize efficiency.

A comprehensive book on project management, covering all principles and methods with fully worked examples, this

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book includes both hard and soft skills for the engineering, manufacturing and construction industries. Ideal for engineering project managers considering obtaining a Project Management Professional (PMP) qualification, this book covers in theory and practice, the complete body of knowledge for both the Project Management Institute (PMI) and the Association of Project Management (APM). Fully

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aligned with the latest 2005 updates to the exam syllabi, complete with online sample Q&A, and updated to include the latest revision of BS 6079 (British Standards Institute Guide to Project Management in the Construction Industry), this book is a complete and valuable reference for anyone serious about project management. â€¢The complete body of knowledge for project management professionals in the engineering,

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manufacturing and construction sectors
â€¢Covers all hard and soft topics in both theory and practice for the newly revised PMP and APMP qualification exams, along with the latest revision of BS 6079 standard on project management in the construction industry
â€¢Written by a qualified PMP exam accreditor and accompanied by online Q&A resources for self-testing
A classic reference book

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on user interface design and graphic design for web sites, updated to reflect a rapidly changing market. Consistently praised as the best volume on classic elements of web site design, Web Style Guide has sold many thousands of copies and has been published around the world. This new revised edition confirms Web Style Guide as the go-to authority in a rapidly changing market. As web designers move from building sites

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from scratch to using content management and aggregation tools, the book's focus shifts away from code samples and toward best practices, especially those involving mobile experience, social media, and accessibility. An ideal reference for web site designers in corporations, government, nonprofit organizations, and academic institutions, the book explains established design

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principles and covers all aspects of web design--from planning to production to maintenance. The guide also shows how these principles apply in web design projects whose primary concerns are information design, interface design, and efficient search and navigation.

The 12 Pillars of Project Excellence
A Learner's Companion to Passing the Project Management Professional Exam

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Enterprise Project Management

Setting Goals and Expectations

Project Management Simplified

A Lean Approach to Improving Project Results

PM Crash Course for IT Professionals

Create a data warehouse, complete with reporting and dashboards using Google's BigQuery technology. This book takes you from the basic concepts of data warehousing through the design, build, load, and

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maintenance phases. You will build capabilities to capture data from the operational environment, and then mine and analyze that data for insight into making your business more successful. You will gain practical knowledge about how to use BigQuery to solve data challenges in your organization. BigQuery is a managed cloud platform from Google that provides enterprise data warehousing and reporting capabilities. Part I of this book shows you how to design and provision a data warehouse in the

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BigQuery platform. Part II teaches you how to load and stream your operational data into the warehouse to make it ready for analysis and reporting. Parts III and IV cover querying and maintaining, helping you keep your information relevant with other Google Cloud Platform services and advanced BigQuery. Part V takes reporting to the next level by showing you how to create dashboards to provide at-a-glance visual representations of your business situation. Part VI provides an introduction to

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data science with BigQuery, covering machine learning and Jupyter notebooks. What You Will Learn Design a data warehouse for your project or organization Load data from a variety of external and internal sources Integrate other Google Cloud Platform services for more complex workflows Maintain and scale your data warehouse as your organization grows Analyze, report, and create dashboards on the information in the warehouse Become familiar with machine learning techniques

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using BigQuery ML Who This Book Is For Developers who want to provide business users with fast, reliable, and insightful analysis from operational data, and data analysts interested in a cloud-based solution that avoids the pain of provisioning their own servers.

In the second edition of Understanding Project 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

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second edition features new 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 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 project or lead to its success. This

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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 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 worthwhile read. FEATURES: - Additional key terms, illustrations,

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practical examples, and references to the Project Management Body of Knowledge, Sixth Edition - Readers follow an ongoing case study, gaining insight into the 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 extensions of additional situations and problems to discuss with students

A thorough update to the

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industry standard for designing, developing, and deploying data warehouse and business intelligence systems The world of data warehousing has changed remarkably since the first edition of The Data Warehouse Lifecycle Toolkit was published in 1998. In that time, the data warehouse industry has reached full maturity and acceptance, hardware and software have made staggering advances, and the techniques promoted in the premiere edition of this book have been adopted by

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nearly all data warehouse vendors and practitioners. In addition, the term "business intelligence" emerged to reflect the mission of the data warehouse: wrangling the data out of source systems, cleaning it, and delivering it to add value to the business. Ralph Kimball and his colleagues have refined the original set of Lifecycle methods and techniques based on their consulting and training experience. The authors understand first-hand that a data warehousing/business intelligence (DW/BI) system

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needs to change as fast as its surrounding organization evolves. To that end, they walk you through the detailed steps of designing, developing, and deploying a DW/BI system. You'll learn to create adaptable systems that deliver data and analyses to business users so they can make better business decisions.

Identity and Access Management: Business Performance Through Connected Intelligence provides you with a practical, in-depth walkthrough of how to plan,

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assess, design, and deploy IAM solutions. This book breaks down IAM into manageable components to ease systemwide implementation. The hands-on, end-to-end approach includes a proven step-by-step method for deploying IAM that has been used successfully in over 200 deployments. The book also provides reusable templates and source code examples in Java, XML, and SPML. Focuses on real-world implementations Provides end-to-end coverage of IAM from business drivers,

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requirements, design, and development to implementation Presents a proven, step-by-step method for deploying IAM that has been successfully used in over 200 cases Includes companion website with source code examples in Java, XML, and SPML as well as reusable templates

SharePoint for Project Management

Digital Transformation of the Consulting Industry

Project Management Skills for Instructional Designers

Work Breakdown Structures

Real-World Project

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Management Tools and Techniques for IT Initiatives Practical Guide to Project Planning Information Technology Project Management, Revised

From enterprise vision and mission to business requirements to project initiation and management to operations, this practical guide explains each of the basic elements needed for project success and integrates them into a balanced life-cycle continuum. It includes a decision tree for determining the most appropriate level of

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project documentation, describes an integrated risk management and escalation policy, and contains more than two dozen templates and completed samples of key project management tools, such as a comprehensive statement of work template. The author offers a color version of the book.

This book exposes the reader to a comprehensive overview of instructional design using the Instructional Systems Design (ISD or ADDIE) model and project management techniques based on the framework and standards of the

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Project Management Institute and the Project Management Body of Knowledge (PMBOK) Guide best practices.

Throughout the book, ADDIE and project management are united in a four-step combo.

Readers are taught to groove two disciplines to one beat.

Project Management Skills for Instructional Designers is intended to captivate the interest of the following audience: instructional designers, training managers and directors, training consultants, human resources managers, performance consultants, and project

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managers. This practical guide uses the creative approach of storytelling to present the content in a way that is realistic and sequential to the way an instructional designer may work. A case scenario where an instructional designer is given a mandate by the boss to design, develop, and deliver automated sales management training is the story line around which the two disciplines are applied in the four-step combo.

"If you are a project manager looking for a technology-based, easily implemented, and usable solution for project communications, document

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management, and general project organization, this book is for you!" -Susan Weese, PgMP, President and Founder, Rhyming Planet Most companies don't understand SharePoint's power, and use it simply to share documents or spreadsheets. This hands-on book demonstrates how SharePoint can also help you organize and manage complex projects. With SharePoint for Project Management, you'll not only understand how to apply common and practical project management concepts in SharePoint, you'll learn how to build a Project Management

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Information System (PMIS), customized to your project, that can efficiently coordinate communication and collaboration among team members. With this book, you will: Learn to apply key project management techniques by leveraging SharePoint as a PMIS Track a case study that illustrates the circumstances and processes of an effective SharePoint PMIS Appropriately define access permissions for project stakeholders and team members Centralize project documents and keep track of document history with version control Automate project

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reporting mechanisms and generate on-demand status reports Track project schedules, control changes, and manage project risks Integrate project management tools such as Excel, Microsoft Project, PowerPoint, and Outlook Each chapter includes activities that let you practice what you learn. Most SharePoint books are either too introductory (for end users), or too technical (for system administrators). SharePoint for Project Management is just what project managers like you need to learn how to harness the organizational abilities of this

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powerful software.

What do you do when the biggest threat to your project is your boss? It's not that your boss is out to get you. In fact, bosses generally mean well. But clueless leadership from a well-intentioned boss can sometimes cause more damage than a criminal mastermind tying your project to the railroad tracks. *The Unwritten Rules of Managing Up* provides refreshingly practical and candid insight into the best practices and techniques that project managers have successfully used for decades to manage a wide variety of senior-

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level stakeholders—ranging from perfectly competent and pleasant to downright dysfunctional and inept. While managing up is an incredibly valuable skill for virtually any type of boss (not just the difficult ones), the book includes recommendations for managing six particularly challenging—and common—types of senior leaders. They are the bombastic Tornado, who takes over meetings without realizing it; the Wishful Thinker, who regularly asks the impossible; the Clueless Chameleon, who can't quite decide what he or

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she really wants (but still holds you responsible for delivering it); the MIA Boss, who is just not around enough; the Meddlesome Micromanager, who hovers and insists you complete a task his or her way; and the Naked Emperor, who falls in love with his or her own crazy ideas. Brownlee also offers basic techniques to use with any boss, even a great one. This book is not just for professionals seeking to enhance their workplace effectiveness but also for senior leaders interested in addressing their blind spots and coaching others toward a more collaborative, results-focused

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leadership approach.
Business Performance Through
Connected Intelligence
Workflow Modeling
A Practitioner's Guide
The Data Warehouse Lifecycle
Toolkit
A Standard for Enterprise
Project Management
A Practical Guide to Project
Management
PMP Rapid Review

*This is the first book
to provide instruction
on how to implement an
EPM solution in an
organization based on
the Project Management
Institute's standardized*

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processes and how to configure the supporting tools from Microsoft products and solutions. Are projects a problem for you? Do your projects cost too much, take too long, or are just not quite right? If so, Project Management Simplified: A Step-by-Step Process is the book for you. It applies well-defined processes for managing projects to managing change in our lives. It describes an approach modeled on a process used

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*successfully in busi
"The best first step
toward a career in
project
management"--Cover.
Providing structured yet
adaptable models of
project success within
an organization, A
Standard for Enterprise
Project Management
explains each of the
basic elements needed
for project success and
integrates them into a
balanced life-cycle
continuum. It also
supplies an inventory of
practical policies,*

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*procedures, techniques,
and templates for cons
Inbound PR*

*Managed Data Analysis in
the Google Cloud*

*A Project Manager's Book
of Forms*

*BigQuery for Data
Warehousing*

Head First PMP

*Project Management for
Experienced Project
Managers*

*Performance Management
System: A Holistic
Approach*

***Understand and apply new concepts
regarding Work Breakdown Structures
The Work Breakdown Structure (WBS)***

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has emerged as a foundational concept and tool in Project Management. It is an enabler that ensures clear definition and communication of project scope while performing a critical role as a monitoring and controlling tool. Created by the three experts who led the development of PMI®'s Practice Standard for Work Breakdown Structures, Second Edition, this much-needed text expands on what the standard covers and describes how to go about successfully implementing the WBS within the project life cycle, from initiation and planning through project closeout. Filling the gap in the literature on the WBS, Work Breakdown Structures: The Foundation for Project Management Excellence gives the reader an understanding of: The background and key concepts of the WBS WBS core characteristics, decomposition, representations, and tools Project

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initiation and the WBS, including contracts, agreements, and Statements of Work (SOW) Deliverable-based and activity-based management Using the WBS as a basis for procurement and financial planning Quality, risk, resource, and communication planning with the WBS The WBS in the executing, monitoring, and controlling phases New concepts regarding the representation of project and program scope Verifying project closeout with the WBS Using a real-life project as an example

throughout the book, the authors show how the WBS first serves to document and collect information during the initiating and planning phases of a project. Then, during the executing phase, the authors demonstrate how the WBS transitions to an active role of project decision-support, serving as a reference and a source for control and measurement. (PMI is a

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registered mark of Project Management Institute, Inc.)

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

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tailoring the development 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.

Practical Guide to Project Planning is filled with project documents and templates ready to use for planning and managing project. It explains project analysis and modeling techniques so these documents and templates can be used for effective project management. In addition, the book is also a guide to best practices that comply with the PMI's PMBOK® 3.0. Throughout the book, a real-world, practical project plan is used to explain all management issues related to a project, including scope, time, costs,

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quality, human resources, communication, risks, procurement, and integration. This example also covers every stage of implementing a project management office (PMO), from initial analysis to post-deployment review. The text is filled with insightful tips on using the most popular project management tools and software, including Mindmanager for initial planning sessions, Milestone Project Companion for report generation, and Microsoft Project, the most widely used tool for project planning. Project documents discussed in the book are on the accompanying CD ROM, so readers can use them to develop and track their own projects.

Essential project management forms aligned to the PMBOK® Guide—Sixth Edition A Project Manager's Book of Forms is an essential companion to the

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Project Management Institute's A Guide to the Project Management Body of Knowledge. Packed with ready-made forms for managing every stage in any project, this book offers both new and experienced project managers an invaluable resource for thorough documentation and repeatable processes. Endorsed by PMI and aligned with the PMBOK® Guide, these forms cover all aspects of initiating, planning, executing, monitoring and controlling, and closing; each form can be used as-is directly from the book, or downloaded from the companion website and tailored to your project's unique needs. This new third edition has been updated to align with the newest PMBOK® Guide, and includes forms for agile, the PMI Talent Triangle, technical project management, leadership, strategic and business management, and more. The PMBOK® Guide is the primary

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reference for project management, and the final authority on best practices—but implementation can quickly become complex for new managers on large projects, or even experienced managers juggling multiple projects with multiple demands. This book helps you stay organized and on-track, helping you ensure thorough documentation throughout the project life cycle. Adopt PMI-endorsed forms for documenting every process group Customize each form to suit each project's specific needs Organize project data and implement a repeatable management process Streamline PMBOK® Guide implementation at any level of project management experience Instead of wasting time interpreting and translating the PMBOK® Guide to real-world application, allow PMI to do the work for you: A Project Manager's Book of Forms

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provides the PMBOK®-aligned forms you need to quickly and easily implement project management concepts and practices.

Lean Sigma

*Understanding Project Management,
Second Edition*

*The Practical Guide to Project
Management Documentation*

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

Extending the Traditional Delivery Model

*Project Management Communications
Bible*

A Companion to the PMBOK Guide

*A Guide to the Project Management
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(RUSSIAN)Project Management Institute

A field manual on contextualizing cyber threats, vulnerabilities, and risks to connected cars through penetration testing and risk assessment Hacking Connected Cars deconstructs the tactics, techniques, and procedures (TTPs) used to hack into connected cars and autonomous vehicles to help you identify and mitigate vulnerabilities affecting cyber-physical vehicles. Written by a veteran of risk management and penetration testing of IoT devices and connected cars, this book provides a detailed account of how to perform penetration testing, threat modeling, and risk assessments of telematics control units and infotainment systems. This book

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demonstrates how vulnerabilities in wireless networking, Bluetooth, and GSM can be exploited to affect confidentiality, integrity, and availability of connected cars. Passenger vehicles have experienced a massive increase in connectivity over the past five years, and the trend will only continue to grow with the expansion of The Internet of Things and increasing consumer demand for always-on connectivity. Manufacturers and OEMs need the ability to push updates without requiring service visits, but this leaves the vehicle's systems open to attack. This book examines the issues in depth, providing cutting-edge preventative tactics that security practitioners, researchers, and vendors can use to keep connected cars

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safe without sacrificing connectivity. Perform penetration testing of infotainment systems and telematics control units through a step-by-step methodical guide Analyze risk levels surrounding vulnerabilities and threats that impact confidentiality, integrity, and availability Conduct penetration testing using the same tactics, techniques, and procedures used by hackers From relatively small features such as automatic parallel parking, to completely autonomous self-driving cars—all connected systems are vulnerable to attack. As connectivity becomes a way of life, the need for security expertise for in-vehicle systems is becoming increasingly urgent. Hacking Connected Cars provides practical, comprehensive

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guidance for keeping these vehicles secure.

Project Management The one-stop resource for project management documentation and templates for all projects The success of any project is crucially dependent on the documents produced for it. The Practical Guide to Project Management Documentation provides a complete and reliable source of explanations and examples for every possible project-related document—from the proposal, business case, and project plan, to the status report and final post-project review. The Practical Guide to Project Management Documentation is packed with material that slashes the time and effort expended on producing new documents from scratch. Following the

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processes in the Project Management Institute's PMBOK® Guide, this one-stop, full-service book also offers tips and techniques for working with documents in each project process. Documentation for several project/client scenarios is addressed, including internal and externally contracted projects. A single project—the construction of a water theme park—is used as the case study for all the document examples. An included CD-ROM provides all the documents from the book as Microsoft Word(r) files. Readers can use these as a framework to develop their own project documents. The Practical Guide to Project Management Documentation is an unmatched reference for the numerous documents essential to

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project managers in all industries. (PMBOK is a registered mark of the Project Management Institute, Inc.) Project Management Communication Tools is the authoritative reference on one of the most important aspects of managing projects--project communications. Written with the project manager, stakeholder, and project team in mind, this resource provides the best practices, tips, tricks, and tools for successful project communications. This book covers: Communication Tools across all PMI Knowledge Areas and Processes Social Media and Project Management Agile Communication Tools Project Management Business Intelligence Understand the right communication tools for each stage of

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*a project PMP Prep Questions
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Project Excellence: A Lean Approach to Improving Project Results provides groundbreaking techniques to achieve excellence in project leadership that can result in six sigma type results or failure-free projects. It unveils novel solutions and breakthrough concepts—including project culture analysis, the five powers of project leadership, the power of visualization™, the

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science of simplicity™, dynamic risk leadership, and dynamic project failures analysis—to help you chart the most efficient path to the pinnacle of project leadership. Winner of a 2013 Axiom Business Book Award The author provides the cutting-edge methods based on decades of personal practical experience, valuable lessons learned, and authoritative insights gained from leading over 300 projects to

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how to gather support for your projects and align all stakeholders behind you. You and your organization will know what to expect before committing major resources and time. Real-world examples, extensive graphics, the situation index, and the Wise Project Manager [trademark] index make this book invaluable. Read cover-to-cover or simply as a reference, this book is an essential tool for any project manager.

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Assess your readiness for the updated PMP Exam—and quickly identify where you need to focus and practice. This practical, streamlined guide walks you through each exam task, providing "need to know" checklists, review questions, tips, and links to further study—all designed to help bolster your preparation. Reinforce your exam prep with a Rapid Review of these tasks: Initiating the project Planning the

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project Executing the project Monitoring and controlling the project Closing the project This book is an ideal complement to the in-depth training of the Microsoft Press Training Kit and other exam-prep resources for the PMP Exam aligned with the Guide to the Project Management Body of Knowledge (PMBOK Guide), Fifth Edition.