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THE PRACTICAL GUIDE TO PROJECT MANAGEMENT DOCUMENTATION

John Wiley & Sons *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 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 project managers in all industries. (PMBOK is a registered mark of the Project Management Institute, Inc.)*

THE PRACTICAL GUIDE TO PROJECT MANAGEMENT DOCUMENTATION

Wiley *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 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 project managers in all industries. (PMBOK is a registered mark of the Project Management Institute, Inc.)*

AGILE DOCUMENTATION

A PATTERN GUIDE TO PRODUCING LIGHTWEIGHT DOCUMENTS FOR SOFTWARE PROJECTS

John Wiley & Sons *Software documentation forms the basis for all communication relating to a software project. To be truly effective and usable, it should be based on what needs to be known. Agile Documentation provides sound advice on how to produce lean and lightweight software documentation. It will be welcomed by all project team members who want to cut out the fat from this time consuming task. Guidance given in pattern form, easily digested and cross-referenced, provides solutions to common problems. Straightforward advice will help you to judge: What details should be left in and what left out When communication face-to-face would be better than paper or online How to adapt the documentation process to the requirements of individual projects and build in change How to organise documents and make them easily accessible When to use diagrams rather than text How to choose the right tools and techniques How documentation impacts the customer Better than offering pat answers or prescriptions, this book will help you to understand the elements and processes that can be found repeatedly in good project documentation and which can be shaped and designed to address your individual circumstance. The author uses real-world examples and utilises agile principles to provide an accessible, practical pattern-based guide which shows how to produce necessary and high quality documentation.*

PROJECT MANAGEMENT GUIDE TO WRITING A POWERFUL PROJECT INITIATION DOCUMENT (PI

THE SECRETS OF STARTING SUCCESSFUL PROJECTS, THAT BOTCHERS FAIL TO ... INCLUDED (PROJECTTEMPLATESR BOOK 1)

*Guide to Writing a Powerful Project Initiation Document (PID) The Secrets Of Starting Successful Projects, That Botchers Fail To Use! - Easy to Use, Comprehensive, Step-by-Step Instructions, Guide & Template - Easy to Use, Comprehensive, Step-by-Step Instructions, Guide & Template - Everything you need to create your PID, that will put your project on track from the beginning! * Bonus 'MS Word' Project Initiation Document Template Download Included * Writing your most compelling PID will be as easy as painting with numbers... This little pocket mentor has does everything except write the words in the blank spaces for you. But if just filling in the blanks (with tips) on a template isn't easy enough,then there's the guide loaded with information in the very first section, designed to give you everything that you desire. Warning: The PID is this guide is Totally Comprehensive, giving you the structure and support to create an impressive PID for a very small project or a multi-million dollar project. There may be many ways to write a document, YET there in Only ONE Way to write a powerful PID that will clearly describe how your project will be managed, and to provide your stakeholders with confidence that your project can be delivered. Everything that matters when managing your project has been identified, documented and included this "Guide to Writing a Powerful PID" - This Is Your Pocket Mentor To Writing Your PID - Full Of Expert Advice On What To Write & How To Write It - Guide To Walk You Through The Process - A Book, Guide & Template With Clear; Structure, Sections, Tables, Charts, Hint & Tips Helps You to Start-up, Plan & Execute Projects Quickly and Easily This Book, Guide & Template is: - Is professionally laid out - Has ALL the charts and tables you need - Comes with step-by-step instructions - Contains practical examples - Includes tips & hints What others are saying about this book "I recommend this book to everyone involved in project management, must keep it as guidance. " - 12 reviewers made a similar statement "Easy to read and follow, well explained.... and very helpful....!!!" - 11 reviewers made a similar statement "It gives you practical steps and process of assembling Project Initiation Document." - 4 reviewers made a similar statement The Benefits this Book, Guide & Template Project Managers often have various templates on their PC or laptop. When they start a new project, they sift through them trying to find something relevant, consuming valuable time and energy. Only to have to start again from scratch when nothing suitable turns up. That's where this Project Template is invaluable. For every project you're involved with, you can simply open the template and start filling it in. It saves you time and effort, and because each template has been professionally laid out, you can generate higher quality documentation as a result. Buy & Download the Project Initiation Document Template today Satisfaction 100% Guaranteed!!!*

ADVANCES IN COMPUTING

12TH COLOMBIAN CONFERENCE, CCC 2017, CALI, COLOMBIA, SEPTEMBER 19-22, 2017, PROCEEDINGS

Springer *This book constitutes the refereed proceedings of the 12th Colombian Conference on Computing, CCC 2017, held in Cali, Colombia, in September 2017. The 56 revised full papers presented were carefully reviewed and selected from 186 submissions. The papers are organized in topical sections on information and knowledge management, software engineering and IT architectures, educational informatics, intelligent systems and robotics, human-computer interaction, distributed systems and large-scale architectures, image processing, computer vision and multimedia, security of the information, formal methods, computational logic and theory of computation.*

MASTERING PROJECT TIME MANAGEMENT, COST CONTROL, AND QUALITY MANAGEMENT

PROVEN METHODS FOR CONTROLLING THE THREE ELEMENTS THAT DEFINE PROJECT DELIVERABLES

FT Press *Mastering Project Time Management, Cost Control, and Quality Management* gives managers powerful insights and tools for addressing the "Triple Constraints" that define virtually every project: time, cost, and quality. This book is part of a new series of seven cutting-edge project management guides for both working practitioners and students. Like all books in this series, it offers deep practical insight into the successful design, management, and control of complex modern projects. Using real case studies and proven applications, expert authors show how multiple functions and disciplines can and must be integrated to achieve a successful outcome. Individually, these books focus on realistic, actionable solutions, not theory. Together, they provide comprehensive guidance for working project managers at all levels, including highly-complex enterprise environments. These books also provide indispensable knowledge for anyone pursuing PMI/PMBOK or PRINCE2 certification, or other accreditation in the field.

PROJECT MANAGEMENT GUIDANCE - REAL WORLD APPLICATION, TEMPLATES, DOCUMENTS, AND EXAMPLES OF THE USE OF PROJECT MANAGEMENT IN THE PUBLIC DOMAIN. PLUS F

Tebbo Thoroughly explains the Project Management process...and has all the insights, experiences and instructions needed for successful Project Management. - *Your Step-by-Step Guide to Project Management. Best Practices for implementations and check-ups. - Free Updates and downloads of all forms and documents included. Key Book Benefits: Delivers authoritative, field-tested best practices for Project Management. Covers the full lifecycle, from planning, design, and deployment. Includes access to download of complete set of documents as discussed in the book, and more. The instantly downloadable documents can be used straight away. Comes with job aids, utilities, and full downloads of all documents. Drive Better Productivity and Increase Success with this book Starting Now. Discover Real-World Best Practices-Without Paying Expensive Consultants You're investing in Project Management for one reason: to drive major performance improvements across your entire organization. Project Management Best Practices will help you do just that. Drawing on their experience with dozens of deployments, The Art of Service offers expert guidance on every aspect of Project Management deployment, with results-focused best practices for every area of the organization touched by Project Management, including sales, marketing, customer service, finance, legal, and IT. This is information you'd otherwise have to pay a consultant top dollars to get...information you won't find in any other book! The Art of Service walks you through developing a comprehensive and effective implementation strategy, followed by tactics and specifics to overcome every challenge you face, including internal politics. Through this book and its companion Web site, The Art of Service provides presentations, questionnaires, step-by-step guides, and extensive resources-all part of the Content on Demand system that gives your organization maximum results from Project Management. - Achieve higher end-customer satisfaction and dramatic productivity gains - Overcome "people, product, and process" pitfalls that can limit the value of your Project Management - Learn which procedures, processes and documentation are right for your implementation - This book's varied set of start-to-finish roadmap documents for success can be used by companies of all sizes in all industries for executives, team leaders, implementation team members, developers, and users throughout the business. From Overwhelmed to Empowered - Changing the way you find Answers - This book includes access to The Art of Service's on-demand digital library to Search, Download, Learn and use direct applicable documents for technology and business professionals, eliminating spending money and time on self-development. Every day, many large enterprises run hundreds of projects using The Art of Service Documentation. For these companies, The Art of Service is ideal for their custom project development, quality assurance, IT Service Management implementation, virtual training, or documentation. The Art of Service Content-on-Demand is unique. With The Art of Service, users get the documents and the knowledge they need and IT managers get complete visibility and management control over project deployments. Get Your Access Today.*

PROJECT MANAGEMENT FOR HEALTHCARE INFORMATION TECHNOLOGY

McGraw Hill Professional *A Proven, Integrated Healthcare Information Technology Management Solution* Co-written by a certified Project Management Professional and an M.D., *Project Management for Healthcare Information Technology* presents an effective methodology that encompasses standards and best practices from project management, information technology management, and change management for a streamlined transition to digital medicine. Each management discipline is examined in detail and defined as a set of knowledge areas. The book then describes the core processes that take place within each knowledge area in the initiating, planning, executing, controlling, and closing stages of a project. Real-world examples from healthcare information technology project leaders identify how the integrated approach presented in this book leads to successful project implementations. Coverage Includes: Integrating project, information technology, and change management methodologies PMBOK Guide process groups--initiating, planning, executing, controlling, and closing Project management knowledge areas--integration, scope, time, cost, quality, human resource, communication, risk, and procurement management IT management knowledge areas--user requirements, infrastructure, conversion, software configuration, workflow, security, interface, testing, cutover, and support management Change management knowledge areas--realization, sponsorship, transformation, training, and optimization management

MANAGEMENT BY PROCESS

Routledge *Business Processes* are one of the critical drivers for any organisation in realizing their organizational strategic objectives. This means that management must constantly review and realign organizational processes to reflect the massively unfixed nature of business demands, such as changing market circumstances; the changing demands of new customer and existing customers; new products and pricing; changes in strategy; and linking processes to new partners and suppliers. Establishing and maintaining a process-focused organization is critical as organizations are pressured to keep achieving further growth and profitability, preferably in double digits, whilst the avenues available for achieving this growth are getting more and more restricted due to legislation, global competition and saturation in the market place. This highly accessible book provides a clear and thorough exposition of the six key dimensions necessary for the creation of a process-focused organization: * process governance * strategic alignment * methods (execution/implementation) * people * culture * technology. Each of these critical Dimensions are given a systematic and revealing treatment, examining each Dimension in terms of: * Importance * Key trends in this area * Elements that comprise the dimension * Detailed description of the elements that comprise the ideal or visionary position * Road map of how to get there from various starting positions.

PROJECT MANAGEMENT FOR LIBRARIES

A PRACTICAL APPROACH

McFarland *Library work often involves coordinating projects with many tasks and many stakeholders where cost and time limitations can be seen as opportunities. Effective project management is worth learning! This book provides library staffers at every level—whether in public, academic, school or special libraries—with the basic tools of project management so that they can gain confidence and an expectation of success. Part I covers the terminology, the philosophy, the resource management and the return on investment of project management. Part II introduces the basics of the methodology designed by the Project Management Institute. Part III discusses practical techniques for specific types of library projects, gives an introduction to agile management, features success stories in library project management and describes available software. The book includes many examples of project management. Instructors considering this book for use in a course may request an examination copy here.*

COMPLYING WITH SARBANES-OXLEY SECTION 404

A GUIDE FOR SMALL PUBLICLY HELD COMPANIES

John Wiley & Sons *A step-by-step approach for planning and performing an assessment of internal controls Filled with specific guidance for small-business compliance to SEC and PCAOB requirements relating to Sarbanes-Oxley 404, Complying with Sarbanes-Oxley Section 404: A Guide for Small Publicly Held Companies* provides you with specific guidance on working with auditors to achieve benefits and cost reductions. This practical guide helps you knowledgeably interpret and conform to Sarbanes-Oxley 404 compliance and features: Clear, jargon-free coverage of the Sarbanes-Oxley Act and how it affects you Links to current guidance online Specific guidance to companies on how to work with auditors to achieve benefits and cost reductions Coverage of IT and IT general controls Examples and action plans providing blueprints for implementing requirements of the act Easy-to-understand coverage of the requirements of the SEC and PCAOB Discussion of the requirements for assessing internal control effectiveness A look at how the new guidance will reduce your costs In-depth explanations to help professionals understand how best to approach the internal control engagement Practice aids, including forms, checklists, illustrations, diagrams, and tables Continuing to evolve and bring about business and cultural change, this area of auditing and corporate governance is demystified in *Complying with Sarbanes-Oxley Section 404: A Guide for Small Publicly Held Companies*, your must-have, must-own guide to SOX 404 implementation and an effective tool and reference guide for every corporate manager.

PROJECT-MANAGEMENT IN PRACTICE

A GUIDELINE AND TOOLBOX FOR SUCCESSFUL PROJECTS

Springer *This practice-oriented book explores a variety of cross-project topics and specific aspects of different project phases. It also offers tips, examples, templates and checklists, and discusses concrete problems and solutions from project practice in IT and the automotive industry. The authors*

combine their extensive practical experience in years of project work with relevant project-management theory. Each chapter begins with a list of the learning objectives and concludes with a summary of the insights provided. Accordingly, the book offers a valuable resource for: Beginners wishing to acquire basic project management skills Participants in more advanced project management training who are looking for instructional material Project management experts who want to learn about further aspects, and to employ templates and checklists for even more successful projects

SOFTWARE QUALITY MANAGEMENT VI

QUALITY IMPROVEMENT ISSUES

Springer Science & Business Media The Quality Special Interest Group of the British Computer Society presents the edited proceedings of their sixth International Conference on Software Quality Management (SQM'98) held in April 1998 in Amsterdam. The objective of this series of annual conferences is to promote international co-operation among those concerned with software quality and process improvement, by creating a greater understanding of software quality issues and by sharing current research and industrial experience. The papers cover a broad spectrum of practical experience and research. The topic areas include process improvement, maintaining a quality management system, quality metrics, human factors, project management issues, software tools and approaches to systems development. The organisers would like to thank Origin for their sponsorship of the proceedings. The editors are indebted to the members of the International Advisory Committee for their support and for refereeing the abstracts and the final papers, as well as to the authors who have contributed to the success of this conference.

REQUIREMENTS ENGINEERING AND MANAGEMENT FOR SOFTWARE DEVELOPMENT PROJECTS

Springer Science & Business Media Requirements Engineering and Management for Software Development Projects presents a complete guide on requirements for software development including engineering, computer science and management activities. It is the first book to cover all aspects of requirements management in software development projects. This book introduces the understanding of the requirements, elicitation and gathering, requirements analysis, verification and validation of the requirements, establishment of requirements, different methodologies in brief, requirements traceability and change management among other topics. The best practices, pitfalls, and metrics used for efficient software requirements management are also covered. Intended for the professional market, including software engineers, programmers, designers and researchers, this book is also suitable for advanced-level students in computer science or engineering courses as a textbook or reference.

PERL TEMPLATE TOOLKIT

SCALABLE TEMPLATING FOR THE WEB

"O'Reilly Media, Inc." Among the many different approaches to "templating" with Perl--such as Embperl, Mason, HTML::Template, and hundreds of other lesser known systems--the Template Toolkit is widely recognized as one of the most versatile. Like other templating systems, the Template Toolkit allows programmers to embed Perl code and custom macros into HTML documents in order to create customized documents on the fly. But unlike the others, the Template Toolkit is as facile at producing HTML as it is at producing XML, PDF, or any other output format. And because it has its own simple templating language, templates can be written and edited by people who don't know Perl. In short, the Template Toolkit combines the best features of its competitors, with ease-of-use and flexibility, resulting in a technology that's fast, powerful and extensible, and ideally suited to the production and maintenance of web content and other dynamic document systems. In Perl Template Toolkit you'll find detailed coverage of this increasingly popular technology. Written by core members of the technology's development team, the book guides you through the entire process of installing, configuring, using, and extending the Template Toolkit. It begins with a fast-paced but thorough tutorial on building web content with the Template Toolkit, and then walks you through generating and using data files, particularly with XML. It also provides detailed information on the Template Toolkit's modules, libraries, and tools in addition to a complete reference manual. Topics in the book include: Getting started with the template toolkit The Template language Template directives Filters Plugins Extending the Template Toolkit Accessing databases XML Advanced static web page techniques Dynamic web content and web applications The only book to cover this important tool, Perl Template Toolkit is essential reading for any Perl programmer who wants to create dynamic web content that is remarkably easy to maintain. This book is your surefire guide to implementing this fast, flexible, and powerful templating system.

IT BEST PRACTICES

MANAGEMENT, TEAMS, QUALITY, PERFORMANCE, AND PROJECTS

CRC Press Consistent success does not happen by chance. It occurs by having an understanding of what is happening in the environment and then having the skills to execute the necessary changes. Ideal for project, IT, and systems development managers, *IT Best Practices: Management, Teams, Quality, Performance, and Projects* details the skills, knowledge, and a

ADVANCED PROJECT MANAGEMENT

BEST PRACTICES ON IMPLEMENTATION

John Wiley & Sons Authoritative strategies for implementing project management Senior managers at world-class corporations open their office doors to discuss case studies that demonstrate their thought processes and actual strategies that helped them lead their companies to excellence in project management in less than six years! Following the Project Management Institute's PMBOK® Guide, industry leaders address: * Project risk management * Project portfolio management * The Project Office * Project management multinational cultures * Integrated project teams and virtual project teams (PMBOK is a registered mark of the Project Management Institute, Inc.)

MANAGING YOUR DOCUMENTATION PROJECTS

Wiley Practical, authoritative, and the first comprehensive guide to managing every phase of your publication project. The only book devoted exclusively to technical publication project management, *Managing Your Documentation Projects* arms you with proven strategies and techniques for producing high-quality, extremely usable documentation, while cutting cost and time-to-market. Dr. JoAnn T. Hackos, a top documentation design and project management consultant to major corporations, including IBM and Hewlett-Packard, shares with you the fruit of her more than 15 years of experience in the field. She gives you: * Clear-cut, rational guidelines to managing every phase of the project from planning and development, through production, distribution, and project evaluation * Scores of usable templates, checklists, summaries, and forms * Dozens of real-life case studies and scenarios taken from the author's extensive experience at top corporations * Techniques applicable to virtually all fields of documentation *Managing Your Documentation Projects* was designed to function as a comprehensive guide for new managers and a daily tool of survival for veterans. It is also an invaluable resource for technical writers, editors, graphic designers, consultants, and anyone called upon to produce high-quality technical documentation on time and within budget. JOANN T. HACKOS, PhD, is President of Comtech Services, Inc., an information/design firm in Denver, Colorado and San Jose, California. She is also president of JoAnn Hackos & Associates, Inc., a strategic planning and management consulting firm. In 1993, she served as president of the Society for Technical Communication (STC) and is a frequent conference keynote speaker on such topics as quality and usability of products and services, the importance of meeting the needs of the customer, and project management.

THE PROJECT MANAGEMENT ANSWER BOOK

Berrett-Koehler Publishers If it's essential to project management... it's in here! The first edition of *The Project Management Answer Book* addressed all the key principles of project management that every project manager needs to know. With a new chapter on scrum agile, updates throughout, and many new PMP® test tips, this new edition builds on that solid foundation. The structure of this update maps closely to the PMBOK® Guide, Fifth Edition, and is designed to assist anyone studying for the PMP® and other certification exams. Helpful sections cover: • Networking and social media tips for PMs, including the best professional organizations, virtual groups, and podcast resources • The formulas PMs need to know, plus a template to help certification candidates prepare and self-test for their exams • Quick study sheet for the processes covered on the PMP® exam • Key changes in PMBOK® Guide, Fifth Edition, for readers familiar with earlier versions who want "the skinny" on the new version. PMs at every level will find real gold in the information nuggets provided in this new edition. Those new to project management will find the comprehensive coverage and the depth of the answers especially valuable, and will like the easy-to-read style and Q&A format. For experienced managers looking for new tools and skills to help them pass their PMP® or other certification exams, this is a must-have resource.

MANAGING THE DOCUMENTATION MAZE

ANSWERS TO QUESTIONS YOU DIDN'T EVEN KNOW TO ASK

John Wiley & Sons *The accessible, easy-to-follow guide that demystifies documentation management* When it comes to receiving documentation to confirm good science, U.S. and international regulators place high demands on the healthcare industry. As a result, companies developing and manufacturing therapeutic products must implement a strategy that allows them to properly manage their records and documents, since they must comply with rigorous standards and be available for regulatory review or inspection at a moment's notice. Written in a user-friendly Q&A style for quick reference, *Managing the Documentation Maze* provides answers to 750 questions the authors encounter frequently in their roles as consultants and trainers. In simple terms, this handy guide breaks down the key components that facilitate successful document management, and shows why it needs to be a core discipline in the industry with information on: Compliance with regulations in pharmaceutical, biological, and device record keeping Electronic systems, hybrid systems, and the entire scope of documentation that companies must manage How to write and edit documents that meet regulatory compliance Making the transition to an electronic system, including how to validate and document the process Anyone responsible for managing documents in the health field will find this book to be a trusted partner in unraveling the bureaucratic web of confusion, while it initiates a plan on how to put an effective, lasting system in place—one that will stand up to any type of scrutiny.

THE PRACTICAL GUIDE TO PROJECT MANAGEMENT DOCUMENTATION CUSTOM UPDATE EDITION WITH PROJECT 2007 W/CD SET

Wiley

SAP R/3 HANDBOOK, THIRD EDITION

McGraw-Hill Osborne Media *A guide to SAP R/3 programming covers such topics as data modeling, systems architecture, and systems installation.*

IMPLEMENTING IT GOVERNANCE - A POCKET GUIDE

Van Haren *The issues, opportunities and challenges of aligning information technology more closely with an organization and effectively governing an organization's Information Technology (IT) investments, resources, major initiatives and superior uninterrupted service is becoming a major concern of the Board and executive management in enterprises on a global basis. An integrated and comprehensive approach to the alignment, planning, execution and governance of IT and its resources has become critical to more effectively align, integrate, invest, measure, deploy, service and sustain the strategic and tactical direction and value proposition of IT in support of organizations. Much has been written and documented about the individual components of IT Governance such as strategic planning, demand (portfolio investment) management, program and project management, IT service management and delivery, strategic sourcing and outsourcing, performance management and metrics, like the balanced scorecard, compliance and others. Much less has been written about a comprehensive and integrated IT/Business Alignment, Planning, Execution and Governance approach. This new title fills that need in the marketplace and gives readers a structured and practical solutions using the best of the best principles available today. The book is divided into nine chapters, which cover the three critical pillars necessary to develop, execute and sustain a robust and effective IT governance environment - leadership and proactive people and change agents, flexible and scalable processes and enabling technology. Each of the chapters also covers one or more of the following action oriented topics: demand management and alignment (the why and what of IT strategic planning, portfolio investment management, decision authority, etc.); execution management (includes the how - Program/Project Management, IT Service Management and Delivery with IT Infrastructure Library {ITIL} and Strategic Sourcing and outsourcing); performance, risk and contingency management (e.g. includes COBIT, the balanced scorecard and other metrics and controls); and leadership, teams and people skills. Endorsements 'Selig has brought together his years of practical experience and his academic training to produce a valuable resource on how to successfully manage IT. He uses IT governance as the focal point for executing best practices to create alignment between IT and the business. In today's marketplace, where no organization can compete effectively without alignment, this book can become the executive handbook for IT management'Christine V. Bullen, Senior Lecturer, Howe School of Technology Management, Stevens Institute of Technology 'Dr. Selig has written an extremely comprehensive book on IT Governance. It is so comprehensive that today's IT leader need look at few other sources to ensure that they have nailed what it takes to lead a world-class IT organization. It provides details, yet serves as a easily reference-able road-map for today's busy IT executives it's a great desktop companion!'Stu Werner, Executive Vice President and CIO, Li & Fong, U.S.A. 'Dr. Selig's book on this topic is a great resource for all IT practitioners and brings together every critical aspect relating to IT governance. This book lays out a roadmap to executing within a solid governance model. It looks at all aspects of establishing, maintaining, growing and sustaining an IT ecosystem. The combination of case studies and disciplined approaches to building well structured processes, committed leaders and change agents will help the board, executive management and most of all, CIO's and IT professionals think through what has worked, what can work and how to deploy IT governance successfully. I very much enjoyed reading the chapters. I think you have a great book and I look forward to reading it when it comes out'Dick LeFave, CIO, Sprint Nextel 'In an era when strong IT governance is an increasingly critical component of visionary business and technology leadership, Dr Selig's book provides a welcome compendium of successful practices. Experienced leaders will find it a valuable reference, while early-career managers will appreciate the clear, actionable framework for developing high-quality, sustainable governance models of their own'Hank Zupnick, CIO, GE Real Estate 'Dr Selig's book is a well thought out and comprehensive reference guide on the successful governance of IT in context of the larger business. It successfully combines practical check lists and governance models with real world insights in an easy to read format.The book is organized into logical sections that make it easy to find topics of relevance. This book will be useful when setting up a new governance model or challenging and improving what is in place today. It is written in a format that allows the reader to stand back from the detail and look at the bigger picture, recognizing that an integrated approach to IT governance is critical to the overall health of a successful business.Dr Selig has captured this complex topic in a way that will prove a valuable reference for all levels of Executives and managers that are involved in IT governance' Nicholas Willcox, Director IT, Unilever Americas 'Dr. Selig's blend of executive IT and senior level business experience in major companies combined with many years of teaching experience and research effort have enabled him to create a unique book that blends many different components and perspectives on IT Governance into a single framework. Written for senior and aspiring IT and business leaders, his book draws upon practical experience, research, and best practices as well as the collective wisdom of the many senior IT leaders he has interacted with in teaching IT Governance. A five star rating!'James R. Shea, Director, Syracuse University, Center for Business Information Technologies 'Dr. Selig has created a veritable IT Governance Encyclopedia for the 21st century IT executive. If something isn't covered here, you probably don't need to know it'Peter Schay, Executive VP, The Advisory Council*

VERIFICATION AND VALIDATION FOR QUALITY OF UML 2.0 MODELS

John Wiley & Sons *A practical approach to enhancing quality in software models usingUML Version 2.0 "Despite its increasing usage, many companies are not taking thebest advantage of UML and, occasionally, individuals haveexperienced frustration in applying its standards. Perhaps this isbecause they have not yet read this book!" -From the Foreword by Prof. Brian Henderson-Sellers This book presents a practical checklist approach to enhancing thequality of software models created with the Unified ModelingLanguage (UML) Version 2.0. The foundation for quality is set bythe discussion on the nature and creation of UML models. This isfollowed by a demonstration of how to apply verification andvalidation checks to these models with three foci: syntacticalcorrectness, semantic meaningfulness, and aesthetic symmetry. Thequality work is carried out within three distinct yet relatedmodeling spaces: * Model of problem space (MOPS) * Model of solution space (MOSS) * Model of background space (MOBS) Readers can then choose a specific quality approach according totheir roles in their projects. Verification and validation checks are also organized according tothese three modeling spaces, making it easier for the reader tofocus on the appropriate diagrams and quality checks correspondingto their modeling space. In addition, a major element of thispublication is the Strengths, Weaknesses, Objectives, and Traps(SWOT) analysis. This analysis is performed on each UML diagram,enabling readers to fully comprehend these diagrams, theiradvantages and limitations, and the way in which they can be usedin practical projects for modeling. A consistent case study of the Lucky Insurance System is providedthroughout the chapters to illustrate the creation of good qualityUML diagrams, followed by application of quality checks to them.With its emphasis on quality in UML-based projects, this book is anessential resource for all quality professionals, including qualityanalysts, process consultants, quality managers, test designers,and testers.*

DOCS FOR DEVELOPERS

AN ENGINEER'S FIELD GUIDE TO TECHNICAL WRITING

Apress *Learn to integrate programming with good documentation. This book teaches you the craft of documentation for each step in the software development lifecycle, from understanding your users' needs to publishing, measuring, and maintaining useful developer documentation. Well-documented projects save time for both developers on the project and users of the software. Projects without adequate documentation suffer from poor developer productivity, project scalability, user adoption, and accessibility. In short: bad documentation kills projects. Docs for Developers demystifies the process of creating great developer documentation, following a team of software developers as they work to launch a new product. At each step along the way, you learn through examples, templates, and principles how to create, measure, and maintain documentation—tools you can adapt to the needs of your own organization. What You'll Learn Create friction logs and perform user research to understand your users' frustrations Research, draft, and write different kinds of documentation, including READMEs, API documentation, tutorials, conceptual content, and release notes Publish and maintain documentation alongside regular code releases Measure the success of the content you create through analytics and user feedback Organize larger sets of documentation to help users find the right information at the right time Who This Book Is For Ideal for software developers who need to create documentation alongside code, or for technical writers, developer advocates, product managers, and other technical roles that create and contribute to documentation for their products and services.*

VISUAL STUDIO 2010 AND .NET 4 SIX-IN-ONE

VISUAL STUDIO, .NET, ASP.NET, VB.NET, C#, AND F#

John Wiley & Sons Complete coverage of all key .NET 4 and Visual Studio 2010 languages and technologies .NET 4 is Microsoft's latest version of their core programming platform, and Visual Studio 2010 is the toolset that helps write .NET 4 applications. This comprehensive resource offers one-stop shopping for all you need to know to get productive with .NET 4. Experienced author and .NET guru Mitchel Sellers reviews all the important new features of .NET 4, including .NET charting and ASP.NET charting, ASP.NET dynamic data and jQuery, and the addition of F# as a supported package language. The expansive coverage is divided into six distinctive parts for easy navigation, and addresses: Visual Studio 2010, .NET 4, ASP.NET, the C# language, the VB.NET language, and the new F# language. A practical approach and complete examples round out this much-needed reference. Focuses on the new and important features of the latest version Microsoft's core programming platform-.NET 4-as well as Visual Studio 2010, which allows you to write .NET 4 applications Provides comprehensive coverage divided into six parts: Visual Studio 2010, .NET 4, ASP.NET, the C# language, the VB.NET language, and the new F# language Discusses Visual Studio snippets and templates, .NET charting components, the .NET framework and WPF, LINQ, and the Entity framework Explores various aspects of Visual Basic 2010, such as multi-line lambdas, auto-implemented properties, nullable optional parameters, and more This investigative look at .NET 4 and Visual Studio 2010 will help you identify and isolate key elements that can benefit you immediately.

GUIDANCE FOR COST ESTIMATION AND MANAGEMENT FOR HIGHWAY PROJECTS DURING PLANNING, PROGRAMMING, AND PRECONSTRUCTION

Transportation Research Board 'TRB's National Cooperative Highway Research Program (NCHRP) Report 574: Guidance for Cost Estimation and Management for Highway Projects During Planning, Programming, and Preconstruction explores approaches to cost estimation and management designed to overcome the root causes of cost escalation and to support the development of consistent and accurate project estimates through all phases of the development process, from long-range planning, through priority programming, and through project design. NCHRP Web-Only Document 98 details the steps followed by the research team in the development of NCHRP Report 574"--Publisher's description.

MICROSOFT .NET GADGETEER

ELECTRONICS PROJECTS FOR HOBBYISTS AND INVENTORS

McGraw Hill Professional Turn your flashes of creativity into first-rate gadgets Covers Gadgeteer for Micro Framework 4.1 and 4.2 Realize your inner innovator and rapidly build breathtaking electronic devices with Microsoft .NET Gadgeteer. By working through easy-to-follow, practical projects, you'll discover how to design, assemble, and prototype your own gadgets—all without ever lifting a soldering iron. Learn how to choose components, write Gadgeteer applications, connect your creations to the Web, and troubleshoot. Microsoft .NET Gadgeteer: Electronics Projects for Hobbyists and Inventors contains complete instructions for building your projects using money-saving mainboards and modules. Set up the development environment and tools on your PC Understand Gadgeteer mainboards, modules, and sockets Learn how the Micro Framework and Gadgeteer libraries work Download and debug your applications from your PC Learn the principles of writing structured applications for embedded projects Interface with SPI, I2C, and serial-based modules Work with Gadgeteer interfaces for serial and storage devices, graphics, networking, and web-connected devices Design touch-sensitive graphic display gadgets Create web servers and web devices

SUSTAINABLE CONSTRUCTION

GREEN BUILDING DESIGN AND DELIVERY

John Wiley & Sons 'Sustainable Construction' uses the latest US Green Building Council's Leadership in Energy and Environmental Design standard to explain the best practices in building procurement and delivery systems.

FEDORA 11 USER GUIDE

Fultus Corporation The Fedora User Guide is focused on the end-user looking to accomplish standard desktop computer user tasks, such as browsing the web, reading and sending email, and doing office productivity work.

FCS PROJECT MANAGEMENT L3

Pearson South Africa

PROJECT MANAGEMENT FOR THE 21ST CENTURY

Routledge The challenge of managing projects is to combine the technology of the future with lessons from the past. In the Third Edition of Project Management for the 21st Century, noted authors Bennet Lientz and Kathryn Rea provide a modern, proven approach to project management. Properly applied without massive administrative overhead, project management can supply structure, focus, and control to drive work to success. Third Edition revisions include: 35% new material; three new chapters on risk management, international and multinational projects, project culture; entire text rewritten to take advantage of the Web and Internet tools; new appendix covering web sites; additional materials on "what to do next"; more feedback from readers and lessons learned.

PROJECT MANAGEMENT THEORY AND PRACTICE

CRC Press Although there are numerous project management resources available, most are either too academic, focus too heavily on IT, or provide quick-fix advice without the theory required to understand why the solutions work. Following and expanding on PMI's Project Management Body of Knowledge (PMBOK®), Project Management Theory and Practice provides students with a complete overview of project management theory—in language they can easily understand. This classroom-tested textbook translates the abstract model vocabulary and processes from A Guide to the Project Management Body of Knowledge (PMBOK® Guide), Fourth Edition into accessible discussions complete with contemporary views and projections for the future. The text integrates the organizational environment that surrounds a project to supply students with the well-rounded knowledge of theories, organizational issues, and human behavior needed to manage real-world projects effectively. Providing a clear picture of the state of the art in project management, it details numerous project-related frameworks, including: Enterprise project management Project portfolio management Work breakdown structures Earned value management Professional responsibility Project team productivity The text reaches beyond traditional core project management topics to include discussions on enterprise maturity, virtual and outsourced organizations, project management offices, operational governance, and multi-project management. Filled with numerous end-of-chapter questions, scheduling and budgeting problems, scoping projects, and sample worksheets that illustrate various analytical tools and management decisions, this is the ideal text for classroom use and essential reading for anyone seeking project management certification.

INFORMATION TECHNOLOGY PROJECT MANAGEMENT

Cengage Learning Readers discover exciting 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, 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.

DOCUMENTATION FOR REHABILITATION

A GUIDE TO CLINICAL DECISION MAKING IN PHYSICAL THERAPY

Elsevier Health Sciences *Better patient management starts with better documentation! Documentation for Rehabilitation: A Guide to Clinical Decision Making in Physical Therapy, 3rd Edition shows how to accurately document treatment progress and patient outcomes. Designed for use by rehabilitation professionals, documentation guidelines are easily adaptable to different practice settings and patient populations. Realistic examples and practice exercises reinforce concepts and encourage you to apply what you've learned. Written by expert physical therapy educators Lori Quinn and James Gordon, this book will improve your skills in both documentation and clinical reasoning. A practical framework shows how to organize and structure PT records, making it easier to document functional outcomes in many practice settings, and is based on the International Classification for Functioning, Disability, and Health (ICF) model - the one adopted by the APTA. Coverage of practice settings includes documentation examples in acute care, rehabilitation, outpatient, home care, and nursing homes, as well as a separate chapter on documentation in pediatric settings. Guidelines to systematic documentation describe how to identify, record, measure, and evaluate treatment and therapies - especially important when insurance companies require evidence of functional progress in order to provide reimbursement. Workbook/textbook format uses examples and exercises in each chapter to reinforce your understanding of concepts. NEW Standardized Outcome Measures chapter leads to better care and patient management by helping you select the right outcome measures for use in evaluations, re-evaluations, and discharge summaries. UPDATED content is based on data from current research, federal policies and APTA guidelines, including incorporation of new terminology from the Guide to Physical Therapist 3.0 and ICD-10 coding. EXPANDED number of case examples covers an even broader range of clinical practice areas.*

A GUIDE TO THE PROJECT MANAGEMENT BODY OF KNOWLEDGE (PMBOK® GUIDE) - SEVENTH EDITION AND THE STANDARD FOR PROJECT MANAGEMENT (BRAZILIAN PORTUGUESE)

Project Management Institute *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 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 PMI standards+™ for information and standards application content based on project type, development approach, and industry sector.*

XQUERY KICK START

Sams Publishing *"XQuery Kick Start" delivers a concise introduction to the XQuery standard, and useful implementation advice for developers needing to put it into practice. The book starts by explaining the role of XQuery in the XML family of specifications, and its relationship with XPath. The authors then explain the specification in detail, describing the semantics and data model, before moving to examples using XQuery to manipulate XML databases and document storage systems. Later chapters discuss Java implementations of XQuery and development tools that facilitate the development of Web sites with XQuery. This book is up to date with the latest XQuery specifications, and includes coverage of new features for extending the XQuery language.*

DATA INFORMATION LITERACY

LIBRARIANS, DATA AND THE EDUCATION OF A NEW GENERATION OF RESEARCHERS

Purdue University Press *Given the increasing attention to managing, publishing, and preserving research datasets as scholarly assets, what competencies in working with research data will graduate students in STEM disciplines need to be successful in their fields? And what role can librarians play in helping students attain these competencies? In addressing these questions, this book articulates a new area of opportunity for librarians and other information professionals, developing educational programs that introduce graduate students to the knowledge and skills needed to work with research data. The term "data information literacy" has been adopted with the deliberate intent of tying two emerging roles for librarians together. By viewing information literacy and data services as complementary rather than separate activities, the contributors seek to leverage the progress made and the lessons learned in each service area. The intent of the publication is to help librarians cultivate strategies and approaches for developing data information literacy programs of their own using the work done in the multiyear, IMLS-supported Data Information Literacy (DIL) project as real-world case studies. The initial chapters introduce the concepts and ideas behind data information literacy, such as the twelve data competencies. The middle chapters describe five case studies in data information literacy conducted at different institutions (Cornell, Purdue, Minnesota, Oregon), each focused on a different disciplinary area in science and engineering. They detail the approaches taken, how the programs were implemented, and the assessment metrics used to evaluate their impact. The later chapters include the "DIL Toolkit," a distillation of the lessons learned, which is presented as a handbook for librarians interested in developing their own DIL programs. The book concludes with recommendations for future directions and growth of data information literacy. More information about the DIL project can be found on the project's website: datainfolit.org.*

UBUNTU 9.10 DESKTOP GUIDE

Fultus Corporation *The official "Ubuntu 9.10 Desktop Guide" contains information on how to using Ubuntu in a desktop environment.*

UBUNTU 9.04 DESKTOP GUIDE

Fultus Corporation *The Official Ubuntu Desktop Guide contains information on how to using Ubuntu in a desktop environment.*