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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 PMIstandards+™ for information and standards application content based on project type, development approach, and industry sector. Project Management for Healthcare Informatics** *Springer Science & Business Media* **Through its use of real clinical examples, this book provides an explanation of the project management process tailored for nurses. It first describes, in detail, the project management process along with its relationship to the phases of the project life cycle. Coverage includes the tools available to successfully complete each phase of the project management process and advance the project life cycle. With the aid of case studies and project examples, the book then examines how to apply these principles in the day-to-day work of the nurse, whether manager, staff nurse, educator, researcher, or informatician. Understanding Project Management, Second Edition A Practical Guide** *Canadian Scholars' Press* **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 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 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, 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 Enterprise Project Management Using Microsoft Office Project Server 2007 : Best Practices for Implementing an EPM Solution** *J. Ross Publishing* **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 processes and how to configure the supporting tools from Microsoft products and solutions. Operator Training Simulator Handbook Best practices for developing and investing in OTS** *Packt Publishing Ltd* **Make the most of OTS systems in operator training and engineering Key FeaturesLearn OTS project delivery best practices from the author's 30 years of experienceExplore use cases to understand how your OTS systems can maximize ROI for usersDiscover how to best develop OTS training models for developers and usersBook Description Operator training simulators in the process industry have been around since the 1970s, but you may not find a book that documents the development of these systems and the standard best practices. The Operator Training Simulator Handbook covers best practices for OTS engineering and OTS training development and delivery, starting from the basic the jargon and the different types of OTS systems. It will take you through the best approaches to project specification as well as building, maintenance, planning, and delivering these systems by sharing real-life experiences and dos and don'ts. As you advance, you'll uncover the various challenges in the planning and delivery of operator training models and understand how to address those by working through real-world projects. This book helps in specifying the best fit for purpose, choosing a cost-effective system when acquiring an OTS. You'll also learn how you can turn your OTS projects into digital twins before finally learning all about documentation in a typical OTS project, covering the sample structure that you can use as a starting point in your projects. By the end of the book, you'll have learned best practices for developing operator training simulator systems and have a reference guide to overcome common challenges. What you will learnBecome familiar with the OTS jargon to set a base for understanding OTS aspectsImplement training planning methods that have been tried and tested in the industry for many yearsGet to grips with writing well-planned documentation for your OTS projectReview new model suggestions to maximize benefits of the OTS systems and the actual ICSS control systems to maximize ROI for usersUnderstand Cloud OTS systems as a new way to address some of the common issues that developers and users faceCreate digital twins of your OTS projectsWho this book is for This book is for suppliers who build and deliver OTS systems, OTS buyers, or companies looking to invest in these systems. Anyone with an interest in OTS systems, including university students or graduates who will work on these systems, will find this book useful. Basic knowledge of either OTS systems, ICSS control systems, or process engineering will help you grasp the concepts covered in this book. Program Management Office/ PlayBook** *Lulu.com* **Project Management for Non-Project Managers** *AMACOM* **As a seasoned project management consultant and instructor for the American Management Association, author Jack Ferraro has gained years of experience bridging the gap between project managers and functional managers to help countless teams improve their performance. Now, in this practical guide he shares engaging stories and lessons from his experiences and reveals the project management methodology and processes that will give you the advantage to ensure your projects' success--and advance organizational goals. Project Management for Non-Project Managers demystifies the jargon and processes of project management, encouraging functional managers to jump into the PM arena and arming them with step-by-step guidelines for mastering the most critical PM skills, including business analysis techniques, work breakdown structures, program sequencing techniques, and risk management methods. Great managers are experts at getting bottom-line results, but often do not understand their role in the success or failure of their organization's projects. As projects become more strategic and collaborative in nature, managers with even basic project-management knowledge are most capable of keeping projects business-focused. By switching gears from passive bystander to active owner of project strategies, you'll keep your team's projects on track and, as a result, increase their business value. Official (ISC)2® Guide to the CISSP®-ISSEP® CBK®** *CRC Press* **The Official (ISC)2 Guide to the CISSP-ISSEP CBK provides an inclusive analysis of all of the topics covered on the newly created CISSP-ISSEP Common Body of Knowledge. The first fully comprehensive guide to the CISSP-ISSEP CBK, this book promotes understanding of the four ISSEP domains: Information Systems Security Engineering (ISSE); Certifica Information Technology Project Management** *Cengage Learning* **Develop a strong understanding of IT project management as you learn to apply today's most effective project management tools and techniques with the unique approach found in Schwalbe's INFORMATION TECHNOLOGY PROJECT MANAGEMENT, 9E. Examine the latest developments and skills as you prepare for the Project Management Professional (PMP) or Certified Associate in Project Management (CAPM) exams. This edition reflects content from the latest PMBOK Guide, 6E and the Agile Practice Guide while providing a meaningful context for understanding project management. Hundreds of timely examples highlight IT projects, while discussion, exercises and cases reinforce learning. Examples from familiar companies featured in today's news, and a guide to using Microsoft Project 2016 help you master IT project management skills that are marketable across the globe. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Hacking Connected Cars Tactics, Techniques, and Procedures** *John Wiley & Sons* **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 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 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 guidance for keeping these vehicles secure. Information Technology Project Management, Revised** *Cengage Learning* **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 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 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 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 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. Mastering Software Project Requirements A Framework for Successful Planning, Development & Alignment *J. Ross Publishing* This book is a concise step-by-step guide to building and establishing the frameworks and models for the effective management and development of software requirements. It describes what great requirements must look like and who the real audience is for documentation. It then explains how to generate consistent, complete, and accurate requirements in exacting detail following a simple formula across the full life cycle from vague concept to detailed design-ready specifications. Mastering Software Project Requirements will enable business analysts and project managers to decompose high-level solutions into granular requirements and to elevate their performance through due diligence and the use of better techniques to meet the particular needs of a given project without sacrificing quality, scope, or project schedules. J. Ross Publishing offers an add-on at a nominal cost — Downloadable, customizable tools and templates ready for immediate implementation. Project Management Simplified A Step-by-Step Process *CRC Press* 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 successfully in busi Computer Network Security Third International Workshop on Mathematical Methods, Models, and Architectures for Computer Network Security, MMM-ACNS 2005, St. Petersburg, Russia, September 24-28, 2005, Proceedings *Springer* This volume contains papers presented at the 3rd International Workshop on Mathematical Methods, Models and Architectures for Computer Network - curity (MMM-ACNS 2005) held in St. Petersburg, Russia, during September 25–27, 2005. The workshop was organized by the St. Petersburg Institute for Informatics and Automation of the Russian Academy of Sciences (SPIIRAS) in cooperation with Binghamton University (SUNY, USA). The 1st and the 2nd International Workshops on Mathematical Methods, Models and Architectures for Computer Network Security (MMM-ACNS 2001 and MMM-ACNS 2003), hosted by the St. Petersburg Institute for Informatics and Automation, demonstrated the keen interest of the international research community in the subject area. It was recognized that conducting a biannual series of such workshops in St. Petersburg stimulates fruitful exchanges between the di?erent schools of thought, facilitates the dissemination of new ideas and promotesthespiritofcooperationbetweenresearchersontheinternationalscale. MMM-ACNS 2005 provided an international forum for sharing original - search results and application experiences among specialists in fundamental and applied problems of computer network security. An important distinction of the workshop was its focus on mathematical aspects of information and computer network security addressing the ever-increasing demands for secure computing and highly dependable computer networks. Project Portfolio Management in Theory and Practice Thirty Case Studies from around the World *CRC Press* Every CEO in the world, if questioned, will always complain that there are a lot of ideas to implement, but, unfortunately, insufficient resources to accomplish them. This book provides a solution to this dilemma by supplying techniques to assess the value of projects, prioritize projects, and decide which projects to implement and which to postpone. In addition, it describes various methods of balancing project portfolios and different strategic alignment models. The book provides thirty real-life project portfolio management case studies from pharmaceutical, product development, financial, energy, telecommunications, not-for-profit and professional services industries. How to Establish a Document Control System for Compliance with ISO 9001:2015, ISO 13485:2016, and FDA Requirements A Comprehensive Guide to Designing a Process-Based Document Control System *Quality Press* This book explains the requirements for compliance with FDA regulations and ISO standards (9001/13485) for documented information controls, and presents a methodology for compliance. The document control system (DCS), or documented information control system (DICS), is the foundation of a quality management system. It is the first quality system element that must be implemented because the establishment and control of documented processes and information in a quality-controlled environment is dependent on the ability to proactively manage access to documents and the movement of documents through the document life cycle. A well-developed document control system benefits business by: Improving knowledge retention and knowledge transfer within and across business units Improving access to knowledge-based information Improving employee performance by providing standardized processes and communicating clear expectations Improving customer communication and satisfaction by providing documented information from which common understanding can be achieved Providing traceability of activities and documentation throughout the organization Improving organization of and access to documents and data Sample documents are included in the appendixes of this book to help clarify explanations, and a full set of formatted procedures and document templates are available for download to get you off to an even faster start. This book provides a process-based approach that can be used for controlling all forms of documented information that are required to be managed under the quality management system. Project Management Theory and Practice, Third Edition *CRC Press* Project Management: Theory and Practice, Third Edition gives students a broad and real flavor of project management. Bringing project management to life, it avoids being too sterilely academic and too narrowly focused on a particular industry view. It takes a model-based approach towards project management commonly used in all industries. The textbook aligns with the latest version of the Project Management Institute's Project Management Body of Knowledge (PMBOK®) Guide, which is considered to be the de facto standard for project management. However, it avoids that standard's verbiage and presents students with readable and understandable explanations. Core chapters align with the Project Management Institute's model as well as explain how this model fits real-world projects. The textbook can be used as companion to the standard technical model and help those studying for various project management certifications. The textbook takes an in-depth look at the following areas important to the standard model: Work Breakdown Structures (WBS) Earned Value Management (EVM) Enterprise project management Portfolio management (PPM) Professional responsibility and ethics Agile life cycle The text begins with a background section (Chapters 1-9) containing material outside of the standard model structure but necessary to prepare students for the 10 standard model knowledge areas covered in the chapters that follow. The text is rounded out by eight concluding chapters that explain advanced planning approaches models and projects' external environments. Recognizing that project management is an evolving field, the textbook includes section written by industry experts who share their insight and expertise on cutting-edge topics. It prepares students for upcoming trends and changes in project management while providing an overview of the project management environment today. In addition to guiding students through current models and standards, Project Management: Theory and Practice, Third Edition prepares students for the future by stimulating their thinking beyond the accepted pragmatic view. How to Achieve 27001 Certification An Example of Applied Compliance Management *CRC Press* The security criteria of the International Standards Organization (ISO) provides an excellent foundation for identifying and addressing business risks through a disciplined security management process. Using security standards ISO 17799 and ISO 27001 as a basis, How to Achieve 27001 Certification: An Example of Applied Compliance Management helps an organization align its security and organizational goals so it can generate effective security, compliance, and management programs. The authors offer insight from their own experiences, providing questions and answers to determine an organization's information security strengths and weaknesses with respect to the standard. They also present step-by-step information to help an organization plan an implementation, as well as prepare for certification and audit. Security is no longer a luxury for an organization, it is a legislative mandate. A formal methodology that helps an organization define and execute an ISMS is essential in order to perform and prove due diligence in upholding stakeholder interests and legislative compliance. Providing a good starting point for novices, as well as finely tuned nuances for seasoned security professionals, this book is an invaluable resource for anyone involved with meeting an organization's security, certification, and compliance needs. The Project Management Office Toolkit *Amacom Books* Annotation It isn't just big organizations that can benefit from project management systems. Firms of all sizes have begun looking into setting up their own project management office. Provides managers with everything they need to fit the project office into the current organizational structure, determine necessary software and tools, structure efforts, handle slippage, and adapt the wealth of templates provided in the book. Includes CD with every form essential to the successful completion of the project, as well as worksheets, templates, charts, and descriptions needed to establish the project office. Selected as a suggested resource for CAQ(R) Project Management Office exam preparation. Easy Robot Game Design Document Example & Template: Robot Building And Fighting Games A game design document (GDD) is a software design document that serves as a blueprint from which your game is to be built. It helps you define the scope of your game and sets the general direction for the project, keeping the entire team on the same page. This is a companion piece, intended to accompany the Lazy Designer series. There are two sections -- a sample planning document followed by a "how it went" discussion on the actual implementation. Implementing Quality in Laboratory Policies and Processes Using Templates, Project Management, and Six Sigma *CRC Press* In order to gain accreditation, every laboratory must have a superior quality assurance program. The keys to a successful program are the operational and technical manuals and associated documents which define the program and its various components. Written by experts with global experience in setting up laboratories, Implementing Quality in Laboratory Policies and Processes: Using Templates, Project Management, and Six Sigma provides templates for the various policies, procedures, and forms that should be contained in the quality assurance, operational, and technical manuals of a laboratory seeking accreditation. Templates for the entire project life cycle The book begins with a general introduction and overview of quality assurance and then moves on to cover implementation strategies. It contains best practices and templates for the project management of the design and implementation of the laboratory operational and technical manuals required to establish a quality assurance program. The templates span the entire project life cycle, from initiation, to planning, to execution, to monitoring, and finally, to closure. The book also examines how Six Sigma concepts can be used to optimize laboratories, and contains templates that cover administrative issues, quality assurance, sample control, and health and safety issues. In addition, there is a section of criteria files that relate the individual document templates to specific accreditation criterion. Addresses the standards of ISO 17025 The results of any laboratory examination have the potential to be presented in court and can ultimately affect the life and liberty of the parties involved. Therefore, a stringent quality assurance program, including well-documented policies and a procedure manual, is essential. Ensuring that laboratories meet the standards of ISO 17025, this volume is a critical component of any laboratory's accreditation process. Implementing Your Business Continuity Plan *GMH Continuity Architects* This book provides the principles and applies the methodologies for preparing effective and detailed business continuity plans. The content prepares the reader to develop the actual plan and prepare plan documentation. It uses the writer's experience to enable you to prepare your corporate wide-specific business continuity plan. The book also includes a practical how-to-do-it template to assist persons without previous experience in business continuity planning in preparing their own specific business units' and corporate-wide business continuity plan. Using Microsoft Office 2000 *Que Pub* This edition will focus squarely on the needs of advanced users in the core applications of Office. Key issues will include a strong emphasis on problem solving, troubleshooting, practical applications of advanced features, VBA coverage threaded throughout the chapters, and migration issues such as file format changes and compatibility between different Office and Windows versions. Optimizing Project Management *CRC Press* SHELVING GUIDE: Project Management This hands-on guide is written for project professionals seeking to find an optimized way of performing project management. It provides answers to such critical questions as: Why should an organization apply project management? What is the value of project management in the broader context of an organization? Is project management as successful as some advocates suggested or is it a waste of time and resources because of the many extensive and bureaucratic processes? Which project management approach should our project team adopt: predictive or adaptive, waterfall or rolling water, extreme programming or Scrum? This book aims to provide an optimized view of project management by balancing and blending

competing methodologies (e.g., traditional versus Agile), lengthy methodologies and broad principles, processes and practices, and the need to understand versus the need to apply. It includes project management templates, an integrated case study illustrating how to apply tools and concepts, and a glossary of key terms. Optimizing Project Management is for both aspiring and practicing project management professionals. It covers the core concepts, practices, and skills that are useful for developing new ideas, planning activities, implementing projects, and conducting planning and controlling of schedule, budget, and scope. The text is particularly useful for students, project professionals wanting to refresh their knowledge, and those pursuing project management certifications. This book is aligned with common project management standards such as the Project Management Body of Knowledge and the ISO 21502: Project, Programme and Portfolio Management — Guidance on Project Management. Project Management Communications Bible *John Wiley & Sons* Document Drafting Handbook Model Rules of Professional Conduct *American Bar Association* The Model Rules of Professional Conduct provides an up-to-date resource for information on legal ethics. Federal, state and local courts in all jurisdictions look to the Rules for guidance in solving lawyer malpractice cases, disciplinary actions, disqualification issues, sanctions questions and much more. In this volume, black-letter Rules of Professional Conduct are followed by numbered Comments that explain each Rule's purpose and provide suggestions for its practical application. The Rules will help you identify proper conduct in a variety of given situations, review those instances where discretionary action is possible, and define the nature of the relationship between you and your clients, colleagues and the courts. A Standard for Enterprise Project Management *CRC Press* 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 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. Trends and Applications in Information Systems and Technologies Volume 4 *Springer Nature* This book is composed of a selection of articles from The 2021 World Conference on Information Systems and Technologies (WorldCIST'21), held online between 30 and 31 of March and 1 and 2 of April 2021 at Hangra de Heroismo, Terceira Island, Azores, Portugal. WorldCIST is a global forum for researchers and practitioners to present and discuss recent results and innovations, current trends, professional experiences and challenges of modern information systems and technologies research, together with their technological development and applications. The main topics covered are: A) Information and Knowledge Management; B) Organizational Models and Information Systems; C) Software and Systems Modeling; D) Software Systems, Architectures, Applications and Tools; E) Multimedia Systems and Applications; F) Computer Networks, Mobility and Pervasive Systems; G) Intelligent and Decision Support Systems; H) Big Data Analytics and Applications; I) Human–Computer Interaction; J) Ethics, Computers & Security; K) Health Informatics; L) Information Technologies in Education; M) Information Technologies in Radiocommunications; N) Technologies for Biomedical Applications. Project Management for Parents Engage the Family, Build Teamwork, Succeed Together *Morgan James Publishing* Project Management for Parents helps families strengthen their relationships and reduce stress by applying techniques, normally used by billion-dollar companies, to streamline their busy lives. In today's day and age, especially amidst the changes brought about by a global pandemic, parents, stepparents, guardians, and caregivers need a set of tools that can be used with children of any age to help them focus on their priorities, get organized, and boost productivity. In Project Management for Parents, Hilary Kinney provides an accessible, repeatable framework that can transform their approach to any kind of task at home in three steps: Step 1: Build Teamwork Step 2: Establish Your Approach Step 3: Succeed as a Family What's more, these same principles help improve family relationships by creating a positive environment, fostering communication, and encouraging children to think and act independently. This practical guidebook includes easy-to-understand exercises and tools that both parents and children can use, along with 25 real-life examples like selecting a childcare provider, managing homework, discussing risky teenage behavior, applying to college, and moving to a new city. Hilary shows parents how to apply proven project management concepts to family life, equipping families to successfully achieve their goals—together. New Perspectives Collection, Microsoft 365 & Office 2021 Intermediate *Cengage Learning* Using a unique in-depth, case-based approach, Cengage's NEW PERSPECTIVES COLLECTION, MICROSOFT 365 & OFFICE 2021 INTERMEDIATE thoroughly prepares you for the Microsoft Office Specialist (MOS) certification exam -- and success in your future career. As you apply Microsoft Office skills to real-world business scenarios based on Burning Glass market insights, you will sharpen your critical-thinking and problem-solving skills. Professional tips and insights incorporated throughout provide context and relevancy to real-world practice, while ProSkills Boxes help strengthen your employability skills, including written and verbal communication. Updated coverage of Microsoft 365 features and enhanced support for Mac users are included as well. In addition, Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. New Perspectives Collection, Microsoft 365 & Word 2021 Comprehensive *Cengage Learning* Using a unique in-depth, case-based approach, Cengage's NEW PERSPECTIVES COLLECTION, MICROSOFT 365 & WORD 2021 COMPREHENSIVE thoroughly prepares you for the Microsoft Office Specialist (MOS) certification exam -- and success in your future career. As you apply Microsoft Office skills to real-world business scenarios based on Burning Glass market insights, you will sharpen your critical-thinking and problem-solving skills. Professional skills, tips and insights incorporated throughout provide context and relevancy to real-world practice, and Module Learning Objectives are mapped to Microsoft Office Specialist (MOS) certification objectives. In addition, the text offers updated coverage of Microsoft 365 features as well as enhanced support for Mac users. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Adaptive User Support Ergonomic Design of Manually and Automatically Adaptable Software *Routledge* The potential of software applications to solve an array of office and administrative problems is increasing faster than the ability of users to exploit it. We need to make systems easier to learn and more comfortable to use. This book reports a major advance in the effort to accomplish both goals. Flexcel enables users to modify access and dialog dynamics to their specific requirements. Relying on a plan recognition feature, the system proposes adaptations or uses of adaptations. The ongoing conflict between the adaptive and the adaptable is resolved in an integration: user and system share the responsibility for the initiatives, decision-making and execution. A "critic" component of the system then analyzes the user's handling of the adaptation tools and suggests improvements. The system offers an environment in which users can explore as they learn. HyPlan implements the context-sensitive help that facilitates learning on demand. When the PLANET plan-recognition feature identifies the kinds of support for work that may possibly be required, HyPlan provides, on request, specific assistance in the form of hypermedia or animated displays and tutorials. Developmental research has shown that users take advantage of opportunities to adapt interfaces only in conjunction with help-functions -- which are accepted when they do not interrupt work. And studies by social scientists have shown that adaptations of technical systems have to be integrated into the overall process of organizational innovation and undertaken cooperatively. This book will stimulate all those concerned with software -- from computational, cognitive, ergonomic, or organizational standpoints -- to reconceive the relationship between design and user support. Software Project Management Kit For Dummies? *For Dummies* The seasoned programmer and novice alike find this reference the ideal resource for getting a project off to the right start. Friendly, practical advice is combined with the latest software in this ...For Dummies edition. Follow your expert guide through planning, development, testing, and implementation -- the first steps to your project's success. Then get your hands on scheduling, assigning resources and estimating costs, and best of all, making your software happen. The book's CD-ROM includes trial versions of Microsoft Project 2000, Soffrant TRACK, and Cost Xpert as well as templates and a wealth of other planning tools. Streamlining Business Requirements The XCellR8 Approach *Berrett-Koehler Publishers* Effectively Define and Gather Your Business Requirements Today! Many programming systems today are designed and constructed before business requirements are completed and finalized. Without a proper foundation, these systems will eventually crumble. Streamlining Business Requirements: The XCellR8™ Approach provides project managers and business analysts with the foundation, principles, and steps needed to document business requirements in an accurate and efficient manner. Author Gerrie Caudle introduces the XCellR8™ approach, an analysis method used to gather business requirements in a structured, well-defined set of steps. This book offers comprehensive framework needed to: • Effectively analyze business requirements • Properly identify business events • Prepare for a requirements session • Better understand the "big picture" Creating a Software Engineering Culture *Addison-Wesley* This is the digital version of the printed book (Copyright © 1996). Written in a remarkably clear style, Creating a Software Engineering Culture presents a comprehensive approach to improving the quality and effectiveness of the software development process. In twenty chapters spread over six parts, Wiegers promotes the tactical changes required to support process improvement and high-quality software development. Throughout the text, Wiegers identifies scores of culture builders and culture killers, and he offers a wealth of references to resources for the software engineer, including seminars, conferences, publications, videos, and on-line information. With case studies on process improvement and software metrics programs and an entire part on action planning (called "What to Do on Monday"), this practical book guides the reader in applying the concepts to real life. Topics include software culture concepts, team behaviors, the five dimensions of a software project, recognizing achievements, optimizing customer involvement, the project champion model, tools for sharing the vision, requirements traceability matrices, the capability maturity model, action planning, testing, inspections, metrics-based project estimation, the cost of quality, and much more! Principles from Part 1 Never let your boss or your customer talk you into doing a bad job. People need to feel the work they do is appreciated. Ongoing education is every team member's responsibility. Customer involvement is the most critical factor in software quality. Your greatest challenge is sharing the vision of the final product with the customer. Continual improvement of your software development process is both possible and essential. Written software development procedures can help build a shared culture of best practices. Quality is the top priority; long-term productivity is a natural consequence of high quality. Strive to have a peer, rather than a customer, find a defect. A key to software quality is to iterate many times on all development steps except coding: Do this once. Managing bug reports and change requests is essential to controlling quality and maintenance. If you measure what you do, you can learn to do it better. You can't change everything at once. Identify those changes that will yield the greatest benefits, and begin to implement them next Monday. Do what makes sense; don't resort to dogma. Series on Emission Scenario Documents Chemicals Used in the Electronics Industry *OECD Publishing* This emission scenario document (ESD) for chemicals used in the electronics industry provides information on the sources and release pathways of chemicals during various processing techniques in this varied industry sector, to help estimate releases of chemicals into the environment. The Change Management Templates Sourcebook - 13 Ready to Use How-to Workbooks, Project Plans and Planning Guides, Tools, Templates and Checklists, Print and Download - the Complete Guide *Emereo Pty Limited* This book and the instantly 13 downloadable files (details in book) containing how-to-workbooks, project plans and planning guides, tools, templates and checklists helps individuals and organizations quickly and cost effectively deploy best practice in Change Management. Within this book and its downloadable Toolkit, you will find numerous document templates, blueprints and examples, which you can modify/personalize to suit your organizational needs. You will save time and labor funding by using these tested and best practice adaptable templates, or even apply them as stimulus to your own documents - no need to reinvent the wheel. When you calculate the time and money used to create your own . Time and Money well saved by buying this Change Management Best Practice Template Sourcebook. Contents: CHG Review Doc.xls, Implementation Plan_Project Plan.doc, Policies objectives scope.doc, Communication Plan.doc, Objectives and Goals.doc, ChgMgt Process Manager.doc, Forward Schedule of Changes.doc, Request For Change (RFC) Template.doc, CAB Meeting minutes.doc, Reports KPI's other metrics.doc, Change Management Powerpoint.ppt, Business Justification document.doc, Category Definition.doc Puppet 5 Beginner's Guide Go from newbie to pro with Puppet 5 *Packt Publishing Ltd* Puppet 5 Beginner's Guide, Third Edition

is a practical guide that gets you up and running with the very latest features of Puppet 5. About This Book Develop skills to run Puppet 5 on single or multiple servers without hiccups Use Puppet to create and manage cloud resources such as Amazon EC2 instances Take full advantage of powerful new features of Puppet including loops, data types, Hiera integration, and container management Who This Book Is For Puppet 5 Beginner's Guide, Third Edition is designed for those who are new to Puppet, including system administrators and developers who are looking to manage computer server systems for configuration management. No prior programming or system administration experience is assumed. What You Will Learn Understand the latest Puppet 5 features Install and set up Puppet and discover the latest and most advanced features Configure, build, and run containers in production using Puppet's industry-leading Docker support Deploy configuration files and templates at super-fast speeds and manage user accounts and access control Automate your IT infrastructure Use the latest features in Puppet 5 onward and its official modules Manage clouds, containers, and orchestration Get to know the best practices to make Puppet more reliable and increase its performance In Detail Puppet 5 Beginner's Guide, Third Edition gets you up and running with the very latest features of Puppet 5, including Docker containers, Hiera data, and Amazon AWS cloud orchestration. Go from beginner to confident Puppet user with a series of clear, practical examples to help you manage every aspect of your server setup. Whether you're a developer, a system administrator, or you are simply curious about Puppet, you'll learn Puppet skills that you can put into practice right away. With practical steps giving you the key concepts you need, this book teaches you how to install packages and config files, create users, set up scheduled jobs, provision cloud instances, build containers, and so much more. Every example in this book deals with something real and practical that you're likely to need in your work, and you'll see the complete Puppet code that makes it happen, along with step-by-step instructions for what to type and what output you'll see. All the examples are available in a GitHub repo for you to download and adapt for your own server setup. Style and approach This tutorial is packed with quick step-by-step instructions that are immediately applicable for beginners. This is an easy-to-read guide, to learn Puppet from scratch, that explains simply and clearly all you need to know to use this essential IT power tool, while applying these solutions to real-world scenarios. APM Best Practices Realizing Application Performance Management *Apress* The objective of APM Best Practices: Realizing Application Performance Management is to establish reliable application performance management (APM) practices—to demonstrate value, to do it quickly, and to adapt to the client circumstances. It's important to balance long-term goals with short-term deliverables, but without compromising usefulness or correctness. The successful strategy is to establish a few reasonable goals, achieve them quickly, and then iterate over the same topics two more times, with each successive iteration expanding the skills and capabilities of the APM team. This strategy is referred to as "Good, Better, Best". The application performance monitoring marketplace is very focused on ease of installation, rapid time to usefulness, and overall ease of use. But these worthy platitudes do not really address the application performance management processes that ensure that you will deploy effectively, synergize on quality assurance test plans, triage accurately, and encourage collaboration across the application life cycle that ultimately lowers overall application cost and ensures a quality user experience. These are also fine platitudes but these are the ones that are of interest to your application sponsors. These are the ones for which you need to show value. This CA Press book employs this iterative approach, adapted pragmatically for the realities of your organizational and operational constraints, to realize a future state that your sponsors will find useful, predictable and manageable—and something that they will want to fund. In the meantime, you will learn the useful techniques needed to set up and maintain a useful performance management system utilizing best practices regardless of the software provider(s).