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Don't Lick the Minivan
PRINCE2 2009 Edition - A Pocket Guide
The Profit Impact of Business Intelligence
Project Management Best Practices
EDGE Strategic Project Management
Lean Software Development in Action
Selling Project Management to Senior Executives
Duty and Desire
Global Project Management
Faster Construction Projects with CPM Scheduling
The Camel Club
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The Complete Project Management Office Handbook
Managing Unique Assignments
The Frontiers of Project Management Research
Project Management for Business and Engineering
The Professional Product Owner

Don't Lick the Minivan

While a convenience-store clerk navigates the pitfalls of his father's imprisonment and the baffling attentions of two young women, a high school freshman endures her parents' fundamentalism and cruel classmates by joining a circle of dark misfits.

PRINCE2 2009 Edition - A Pocket Guide

EDGE: The Agile Operating Model That Will Help You Successfully Execute Your Digital Transformation “[The authors’] passion for technology allows them to recognize that for most enterprises in the 21st century, technology is THE business. This is what really separates the EDGE approach. It is a comprehensive operating model with technology at its core.” —From the Foreword by Heidi Musser, Executive Vice President and Principal Consultant, Leading Agile; retired, Vice President and CIO, USAA
Maximum innovation happens at the edge of chaos: the messy, risky, and uncertain threshold between randomness and structure. Operating there is uncomfortable but it’s where organizations “invent the future.”
EDGE is a set of fast, iterative, adaptive, lightweight, and value-driven tools to achieve digital transformation, and EDGE: Value-Driven Digital Transformation is your guide to using this operating model for innovation. Jim Highsmith is one of the world’s leading agile pioneers and a coauthor of the Agile Manifesto. He, Linda Luu, and David Robinson know from their vast in-the-trenches experience that sustainable digital transformation requires far more than adopting isolated agile practices or conventional portfolio management. This hard, indispensable work

involves changing culture and mindset, and going beyond transforming the IT department. EDGE embraces an adaptive mindset in the face of market uncertainty, a visible, value-centered portfolio approach that encourages continual value linkages from vision to detailed initiatives, incremental funding that shifts as strategies evolve, collaborative decision-making, and better risk mitigation. This guide shows leaders how to use the breakthrough EDGE approach to go beyond incremental improvement in a world of exponential opportunities. Build an organization that adapts fast enough to thrive Clear away unnecessary governance processes, obsolete "command and control" leadership approaches, and slow budgeting/planning cycles Improve collaboration when major, fast-paced responses are necessary Continually optimize investment allocation and monitoring based on your vision and goals Register your product for convenient access to downloads, updates, and/or corrections as they become available. See inside book for details.

The Profit Impact of Business Intelligence

This book presents the core ideas of both project and programme management. These ideas have all been tried and tested by Twynstra management consultants and their experiences have been invaluable in our attempt to clearly describe what it means to work on unique assignments in practice and, more especially, what it means to manage them. Managing Unique Assignments can be read from cover to cover, but it can also be dipped into at will. Anyone currently involved in a unique assignment - or expecting to be so - will find this book an aid to managing a complex situation.

Project Management Best Practices

Senior executives and project managers from more than 50 world-class companies offer their best practices for successful project management implementation The first two editions of the bestselling Project Management Best Practices helped project managers navigate the increasingly complex task of working within global corporations employing distant and diverse work teams. This new Third Edition includes the same valuable wealth of proven best practices, while following up on case studies from previous editions and offering new case studies on project management practices at large and small companies. The Third Edition offers insight from project managers and executives at more than fifty global companies in all sectors of the market. These industry-leading professionals offer insight and best practices for: Project risk management Project management for multinational cultures and cultural failures Focusing on value, as well as cost and schedule Integrated and virtual project teams Covering the latest developments in the project management field, Project Management Best Practices, Third Edition offers a must-have window into the issues and solutions facing corporate managers, project and team managers, engineers, project team members, and business consultants in today's global market.

EDGE

A complete guide to managing technical issues and procuring third-party resources The Wiley Guides to the Management of Projects address critical, need-to-know

information that will help professionals successfully manage projects in most businesses and help students learn the best practices of the industry. They contain not only well-known and widely used basic project management practices but also the newest and most cutting-edge concepts in the broader theory and practice of managing projects. This fourth volume in the series offers expert guidance on the supply chain and delivery cycle of the project, as well as the technology management issues that are involved such as modeling, design, and verification. Technology within the context of the management of projects involves not so much actually doing the "technical" elements of the project as managing the processes and practices by which projects are transformed from concepts into actual entities—and doing this effectively within the time, cost, strategic, and other constraints on the project. The contributors to this volume, among the most recognized international leaders in the field, guide you through the key life-cycle issues that define the project, ensure its viability, manage requirements, and track changes—highlighting the key steps along the way in transforming and realizing the technical definition of the project. Complete your understanding of project management with these other books in The Wiley Guides to the Management of Projects series: * The Wiley Guide to Project Control * The Wiley Guide to Project, Program & Portfolio Management * The Wiley Guide to Project Organization & Project Management Competencies

Strategic Project Management

COMPLETE YOUR CONSTRUCTION PROJECTS FASTER - USING THE LATEST CONCEPTS IN PERFORMANCE CONTROL A comprehensive review that gives you insight into the latest innovations in network-based project planning, scheduling, and controlsaving you time and money on all construction projects. Faster Construction Projects with CPM Scheduling contains a full explanation of the new and innovative Scheduling Practice Paradigm, and translates it into tangible steps you can use to create powerful project schedules designed to boost productivity on any job. Completely compatible with the Collaborative Model, the new Scheduling Practice Paradigm provides, commitment planning, execution scheduling, and comprehensive performance control. Written in a friendly, conversational style, this ultimate guide explains: The new Scheduling Practice Paradigm: terminology, specialties, roles, and deliverables How dilemma forecasting can help you predict delays before they occur How to use change optimization processes for maximum project benefit How to produce a project schedule, including logic development sessions Helpful guidelines for performance recording Hundreds of “tricks of the trade” from a 30-year Scheduling veteran

Lean Software Development in Action

The Professional Product Owner’s Guide to Maximizing Value with Scrum “This book presents a method of communicating our desires, cogently, coherently, and with a minimum of fuss and bother.” —Ken Schwaber, Chairman & Founder, Scrum.org The role of the Product Owner is more crucial than ever. But it’s about much more than mechanics: it’s about taking accountability and refocusing on value as the primary objective of all you do. In The Professional Product Owner, two leading experts in successful Scrum product ownership show exactly how to do this. You’ll learn how to identify where value can be found, measure it, and

maximize it throughout your entire product lifecycle. Drawing on their combined 40+ years of experience in using agile and Scrum in product management, Don McGreal and Ralph Jocham guide you through all facets of envisioning, emerging, and maturing a product using the Scrum framework. McGreal and Jocham discuss strategy, showing how to connect Vision, Value, and Validation in ROI-focused agile product management. They lay out Scrum best-practices for managing complexity and continuously delivering value, and they define the concrete practices and tools you can use to manage Product Backlogs and release plans, all with the goal of making you a more successful Product Owner. Throughout, the authors share revealing personal experiences that illuminate obstacles to success and show how they can be overcome. Define success from the "outside in," using external customer-driven measurements to guide development and maximize value. Bring empowerment and entrepreneurship to the Product Owner's role, and align everyone behind a shared business model. Use Evidence-Based Management (EBMgt) to invest in the right places, make smarter decisions, and reduce risk. Effectively apply Scrum's Product Owner role, artifacts, and events. Populate and manage Product Backlogs, and use just-in-time specifications. Plan and manage releases, improve transparency, and reduce technical debt. Scale your product, not your Scrum. Use Scrum to inject autonomy, mastery, and purpose into your product team's work. Whatever your role in product management or agile development, this guide will help you deliver products that offer more value, more rapidly, and more often. Register your book for convenient access to downloads, updates, and/or corrections as they become available. See inside book for details.

Selling Project Management to Senior Executives

This book constitutes the refereed proceedings of the Second Joint International Conference on Electronic Government and the Information Systems Perspective, and Electronic Democracy, EGOVIS/EDEM 2013, held in Prague, Czech Republic, in August 2013, in conjunction with DEXA 2013. The 19 revised full papers presented were carefully reviewed and selected for inclusion in this volume. They focus on the currently most sensitive areas in the field, such as identity management as a core component in any e-government or participation system, open data, mobile government applications as well as intelligent and learning systems. The papers are organized in the following topical sections: identity management in e-government; intelligent systems in e-government; e-government cases; mobile government; open government data; and e-participation.

Duty and Desire

"This textbook is intended for business analysts, engineers, system developers, systems analysts, and others just getting started in management, and for managers and administrators with little project management training."--Jacket.

Global Project Management

Revised edition of the authors' Strategic planning for information systems, 2002.

Faster Construction Projects with CPM Scheduling

As the importance of electronic and digital devices in the provision of healthcare increases, so does the need for interdisciplinary collaboration to make the most of the new technical possibilities which have become available. This book presents the proceedings of the 13th International Conference on Nursing Informatics, held in Geneva, Switzerland, in June 2016. This biennial international conference provides one of the most important opportunities for healthcare professionals from around the world to gather and exchange expertise in the research and practice of both basic and applied nursing informatics. The theme of this 13th conference is eHealth for All: Every Level Collaboration – From Project to Realization. The book includes all full papers, as well as workshops, panels and poster summaries from the conference. Subjects covered include a wide range of topics, from robotic assistance in managing medication to intelligent wardrobes, and from low-cost wearables for fatigue and back stress management to big data analytics for optimizing work processes, and the book will be of interest to all those working in the design and provision of healthcare today.

The Camel Club

Optimize the Role of the Project Sponsor The project sponsor is critical to project success, yet it is a role that is often assigned to a member of the organization with little knowledge or training in project management practices. This creates challenges not only for the sponsor but for the project manager. The organization suffers too if key members of the project team are not fully utilized, as valuable resources are wasted. In *Strategies for Project Sponsorship*, the authors address this challenge from all three vantage points—that of the project manager, the project sponsor, and the organization. Based on their practical experience and solid research, they offer practical methods that project managers can use to optimize the participation of the sponsor. They also offer clear and straightforward guidance for project sponsors on how to properly execute their duties and contribute to project success. Executives will gain valuable perspective on the organization's projects and key players. From defining the roles and responsibilities of the project sponsor to suggesting specific practices that maximize the working relationship between the sponsor and project manager, this book is the ultimate guide. Examples from real-world sponsor experiences, as well as tips, techniques, and tools, enhance its applicability and practicality. This book should be given to every newly assigned project sponsor, read and referred to by every project manager, and on the desk of every organizational executive as a reference.

The Velociteach All-In-One PMP Exam Prep Kit

The Standard for Program Management - Fourth Edition differs from prior editions by focusing on the principles of good program management. Program activities have been realigned to program lifecycle phases rather than topics, and the first section was expanded to address the key roles of program manager, program sponsor and program management office. It has also been updated to better align with PMI's Governance of Portfolios, Programs, and Projects: A Practice Guide.

Using the Project Management Maturity Model

Project Management for Dummies

What Duke Ellington and Miles Davis teach us about leadership How do you cope when faced with complexity and constant change at work? Here's what the world's best leaders and teams do: they improvise. They invent novel responses and take calculated risks without a scripted plan or a safety net that guarantees specific outcomes. They negotiate with each other as they proceed, and they don't dwell on mistakes or stifle each other's ideas. In short, they say "yes to the mess" that is today's hurried, harried, yet enormously innovative and fertile world of work. This is exactly what great jazz musicians do. In this revelatory book, accomplished jazz pianist and management scholar Frank Barrett shows how this improvisational "jazz mind-set" and the skills that go along with it are essential for effective leadership today. With fascinating stories of the insights and innovations of jazz greats such as Miles Davis and Sonny Rollins, as well as probing accounts of the wisdom gleaned from his own experience as a jazz musician, Barrett introduces a new model for leading and collaborating in organizations. He describes how, like skilled jazz players, leaders need to master the art of unlearning, perform and experiment simultaneously, and take turns soloing and supporting each other. And with examples that range from manufacturing to the military to high-tech, he illustrates how organizations must take an inventive approach to crisis management, economic volatility, and all the rapidly evolving realities of our globally connected world. Leaders today need to be expert improvisers. Yes to the Mess vividly shows how the principles of jazz thinking and jazz performance can help anyone who leads teams or works with them to develop these critical skills, wherever they sit in the organization. Engaging and insightful, Yes to the Mess is a seminar on collaboration and complexity, against the soulful backdrop of jazz.

Real Option Based Appraisal of Environmental Investments - An Assessment of NO_x Emission Control Techniques in Large Combustion Plants

After witnessing a shocking murder, four conspiracy theorists team up with a Secret Service agent to uncover the government corruption that threatens to cause an international terrorism crisis in this New York Times bestselling thriller. Welcome to THE CAMEL CLUB. Existing at the fringes of Washington, D.C., the Club consists of four eccentric members. Led by a mysterious man known as "Oliver Stone," they study conspiracy theories, current events, and the machinations of government to discover the "truth" behind the country's actions. Their efforts bear little fruit--until the group witnesses a shocking murder and becomes embroiled in an astounding, far-reaching conspiracy. Now the Club must join forces with a Secret Service agent to confront one of the most chilling spectacles ever to take place on American soil--an event that may trigger the ultimate war between two different worlds. And all that stands in the way of this apocalypse is five unexpected heroes.

The Wiley Guide to Project Technology, Supply Chain, and Procurement Management

The perception that senior executives are not fully on board with project

management in their organizations naturally leads to the question "How do you get them on board?" In this pertinent book by Janice Thomas et al., the authors report the results of their research on this topic. In phase I of the study, they address the question "Why is it difficult to sell Project Management to senior executives?" and in phase II they address the "How to sell?" question. Based on a perspective that senior executives focus at a strategic level, and view project management as tactical, phase I deals with the misalignment of perceived value between the "seller" and the senior executive. Phase II is addressed in the context of eight models, where the success factors are compared and contrasted. The eight models the authors describe are: -- General selling base model -- Very successful selling base model -- Project personnel selling model -- Very Successful project personnel selling model -- Consultant selling model -- Very successful consultant selling model -- Very unsuccessful selling model -- Senior executive model In each case, parameters that were explored are reported and those that exhibit a statistically significant explanation are highlighted.

Practice Standard for Scheduling - Third Edition

Based on expert practitioners contributions from across the globe including Brazil, Jamaica, Malaysia, Pakistan, Thailand, the United Kingdom, and the United States, Strategic Project Management: Contemporary Issues and Strategies for Developing Economies offers modern experiences, best practices, and tools for individuals and teams working in pro

Yes to the Mess

These Three Remain

Ongoing research shows that whilst 90 per cent of large companies are conducting global projects to take advantage of distributed skills, around-the-clock operations and virtual team environments, less than one third of them have effective, established practices to help project managers and team members working over a distance. As a consequence, most organisations struggle to reach the required levels of quality and effectiveness from these projects because their methods and practices are not adapted to a global multi-cultural environment, where most communication is in writing and asynchronous. Global Project Management describes how to adapt your organisation and your projects to thrive in this environment. The book goes beyond the recommendations on collaborative tools, to suggest the development of best practices on cross-cultural team management and global communication, recommend organisational changes and project structures, and propose alternatives for the implementation of the new practices and methods. The text is filled with real-life examples and techniques and illustrates how to apply the recommendations as part of the successful management of any global project.

The Standard for Program Management - Fourth Edition (Hindi)

Whatever your project management interests or informational needs, The Frontiers

of Project Management Research offers you stimulating ideas for tomorrow and innovative approaches from today, all at your fingertips.

Essentials of Nursing Informatics

In this newest edition, PMI presents straightforward questions and answers to the most common questions about project management, the project management framework, and the knowledge areas contained within the PMBOK® Guide - Fifth Edition. This handy reference will help project managers and students enhance their knowledge in specific areas and test themselves on issues that are essential to successful project management.

Translating Corporate Strategy Into Project Strategy

The Profit Impact of Business Intelligence presents an A-to-Z approach for getting the most business intelligence (BI) from a company's data assets or data warehouse. BI is not just a technology or methodology, it is a powerful new management approach that - when done right - can deliver knowledge, efficiency, better decisions, and profit to almost any organization that uses it. When BI first came on the scene, it promised a lot but often failed to deliver. The missing element was the business-centric focus explained in this book. It shows how you can achieve the promise of BI by connecting it to your organization's strategic goals, culture, and strengths while correcting your BI weaknesses. It provides a practical, process-oriented guide to achieve the full promise of BI; shows how world-class companies used BI to become leaders in their industries; helps senior business and IT executives understand the strategic impact of BI and how they can ensure a strong payoff from their BI investments; and identifies the most common mistakes organizations make in implementing BI. The book also includes a helpful glossary of BI terms; a BI readiness assessment for your organization; and Web links and extensive references for more information. A practical, process-oriented book that will help organizations realize the promise of BI. Written by Nancy and Steve Williams, veteran consultants and instructors with hands-on, "in the trenches" experience in government and corporate business intelligence applications. Will help senior business and IT executives understand the strategic impact of BI and how they can help ensure a strong payoff on BI investments.

Strategies for Project Sponsorship

Learn how computers and technology affect the nurse's role in caring for the patient. Now fully updated and enhanced, the fourth edition includes new coverage of PDAs, the impact of HIPAA guidelines, patient safety issues, privacy issues, optimal use of decision support tools, and much more.

The Pmp Exam

Health IT is a major field of investment in support of healthcare delivery, but patients and professionals tend to have systems imposed upon them by organizational policy or as a result of even higher policy decision. And, while many health IT systems are efficient and welcomed by their users, and are essential to

modern healthcare, this is not the case for all. Unfortunately, some systems cause user frustration and result in inefficiency in use, and a few are known to have inconvenienced patients or even caused harm, including the occasional death. This book seeks to answer the need for better understanding of the importance of robust evidence to support health IT and to optimize investment in it; to give insight into health IT evidence and evaluation as its primary source; and to promote health informatics as an underpinning science demonstrating the same ethical rigour and proof of net benefit as is expected of other applied health technologies. The book is divided into three parts: the context and importance of evidence-based health informatics; methodological considerations of health IT evaluation as the source of evidence; and ensuring the relevance and application of evidence. A number of cross cutting themes emerge in each of these sections. This book seeks to inform the reader on the wide range of knowledge available, and the appropriateness of its use according to the circumstances. It is aimed at a wide readership and will be of interest to health policymakers, clinicians, health informaticians, the academic health informatics community, members of patient and policy organisations, and members of the vendor industry.

The Art of Losing

This all-inclusive, self-study guide for the PMI's Project Management Professional (PMP) certification exam provides all the information project managers need to thoroughly prepare for the test. It contains the book *The PMP Exam: How to Pass on Your First Try*; flash card App to help with memorization of key points; a laminated quick reference guide; a trial version subscription to the PMP course in InSite (the top PMP e-learning site); and downloadable audio CDs featuring experts Andy Crowe, Bill Yates, and Louis Alderman discussing the main points and concepts for the exam. The included learning materials cover all the processes, inputs, tools, and outputs that will be tested, along with insider secrets, test tricks and tips, hundreds of sample questions, and exercises designed to strengthen mastery of key concepts to help you pass the exam with confidence.

Megaproject Management

Today's project managers find themselves in the dual roles of technical expert and business leader. As project management has evolved, the need has emerged for an organizational entity to manage complexities and ensure alignment with business interests. A project management office (PMO) coordinates technical and business facets of project management and achieves the goals of oversight, control, and support within the project management environment. The *Complete Project Management Office Handbook* identifies the PMO as the essential business integrator of the people, processes, and tools that manage or influence project performance. This book details how the PMO applies professional project management practices and successfully integrates business interests with project goals, regardless of whether the scope of the PMO is limited to managing specific projects or expanded to the level of a full business unit. People at all levels of the project and business spectrum will benefit from this volume. The *Handbook* focuses on how to establish PMO functionality to meet the requirements of project stakeholders. It presents 20 pertinent PMO function models, providing guidance for developing PMO operating capability that is applicable to any organization. It also

presents these functions relative to five stages of progressive PMO development along a competency continuum, demonstrating potential PMO growth from simple project control up through its alignment within a strategic business framework.

Technology-Enabled Innovation for Democracy, Government and Governance

This book illustrates how goal-oriented, automated measurement can be used to create Lean organizations and to facilitate the development of Lean software, while also demonstrating the practical implementation of Lean software development by combining tried and trusted tools. In order to be successful, a Lean orientation of software development has to go hand in hand with a company's overall business strategy. To achieve this, two interrelated aspects require special attention: measurement and experience management. In this book, Janes and Succi provide the necessary knowledge to establish "Lean software company thinking," while also exploiting the latest approaches to software measurement. A comprehensive, company-wide measurement approach is exactly what companies need in order to align their activities to the demands of their stakeholders, to their business strategy, etc. With the automatic, non-invasive measurement approach proposed in this book, even small and medium-sized enterprises that do not have the resources to introduce heavyweight processes will be able to make their software development processes considerably more Lean. The book is divided into three parts. Part I, "Motivation for Lean Software Development," explains just what "Lean Production" means, why it can be advantageous to apply Lean concepts to software engineering, and which existing approaches are best suited to achieving this. Part II, "The Pillars of Lean Software Development," presents the tools needed to achieve Lean software development: Non-invasive Measurement, the Goal Question Metric approach, and the Experience Factory. Finally, Part III, "Lean Software Development in Action," shows how different tools can be combined to enable Lean Thinking in software development. The book primarily addresses the needs of all those working in the field of software engineering who want to understand how to establish an efficient and effective software development process. This group includes developers, managers, and students pursuing an M.Sc. degree in software engineering.

Q&As for the PMP(R) Exam: For PMBOK(R) Guide, 6th Edition

As a woman used to traveling and living the high life in Bangkok, Leanne Shirliffe recognized the constant fodder for humor while pregnant with twins in Asia's sin city. But in spite of deep-fried bug cuisine and nurses who cover newborn bassinets with plastic wrap, Shirliffe manages to keep her babies alive for a year with help from a Coca-Cola deliveryman, several waitresses, and a bra factory. Then she and her husband return home to the isolation of North American suburbia. In *Don't Lick the Minivan*, Shirliffe captures the bizarre aspects of parenting in her edgy, honest voice. She explores the hazards of everyday life with children such as: The birthday party where neighborhood kids took home skin rashes from the second-hand face paint she applied. The time she discovered her twins carving their names into her minivan's paint with rocks. The funeral she officiated for "Stripper Barbie." The horror of glitter. And much more! Shirliffe eventually realizes that even if she can't

teach her kids how to tie their shoelaces, she's a good enough mom. At least good enough to start saving for her twins' therapy fund. And possibly her own. Shirliffe's memoir might not replace a therapist, but it is a lot cheaper.

Q & As for the PMBOK® Guide Sixth Edition

Practice Standard for Scheduling—Third Edition provides the latest thinking regarding good and accepted practices in the area of scheduling for a project. This updated practice standard expounds on the information contained in Section 6 on Project Schedule Management of the PMBOK® Guide. In this new edition, you will learn to identify the elements of a good schedule model, its purpose, use, and benefits. You will also discover what is required to produce and maintain a good schedule model. Also included: a definition of schedule model; uses and benefits of the schedule model; definitions of key terms and steps for scheduling; detailed descriptions of scheduling components; guidance on the principles and concepts of schedule model creation and use; descriptions of schedule model principles and concepts; uses and applications of adaptive project management approaches, such as agile, in scheduling; guidance and information on generally accepted good practices; and more.

Nursing Informatics 2016

This thrilling conclusion to the Fitzwilliam Darcy, Gentleman trilogy recounts the climactic events of Jane Austen's *Pride and Prejudice* from its enigmatic hero's point of view. One of the most beloved romantic heroes in all of literature, Fitzwilliam Darcy remains an enigma even to Jane Austen's most devoted fans. But with this concluding volume in the Fitzwilliam Darcy, Gentleman trilogy, novelist and Austen aficionada Pamela Aidan at last gives readers the man in full. *These Three Remain* follows a humbled Darcy on the journey of self-discovery after Elizabeth Bennet's rejection of his marriage proposal, in which he endeavors to grow into the kind of gentleman he's always dreamed of being. Happily, a chance meeting with Elizabeth during a tour of his estate in Derbyshire offers Darcy a new opportunity to press his suit, but his newfound strengths are put to the test by an old nemesis, George Wickham. Vividly capturing the colorful historical and political milieu of the Regency era, Aidan writes in a style evocative of her literary progenitor, but with a wit and humor very much her own. While staying faithful to the people and events in Austen's original, she adds her own fascinating cast of characters, weaving a rich tapestry out of Darcy's past and present that will beguile his admirers anew.

Evidence-Based Health Informatics

Written by the former Deputy Counsel and Risk Manager for the Big Dig from 1996 to 2005, Virginia Greiman, this book describes the numerous risks faced by the project manager and the lessons learned that have never before been written about despite the huge volume of news articles and reports that have been published on the Big Dig. New insights based on excerpts of interviews offer new perspective on the challenges and accomplishments of the Big Dig, and separates this book from other texts in the field.

Save Yourself

Based on Belinda Goodrich's comprehensive educational program for PMP exam preparation, the Q&As for the PMP(R) Exam provides over 800 questions and answers to validate preparation and readiness for the exam. All questions are based on the 49 PMBOK(R) Guide processes, vocabulary, and concepts to ensure maximum readiness for the exam. The questions are broken down by process group/domain: initiating, planning, executing, monitoring and controlling, and closing. The Q&As for the PMP(R) Exam includes questions for each domain: Initiating Planning Executing Monitoring and Controlling Closing and bonus Key Output Matches for all 49 processes

The Perfect Wrong Note

(Amadeus). In this groundbreaking book, prize-winning pianist and noted educator William Westney helps readers discover their own path to the natural, transcendent fulfillment of making music. Drawing on experience, psychological insight, and wisdom ancient and modern, Westney shows how to trust yourself and set your own musicality free. He offers healthy alternatives for lifelong learning and suggests significant change in the way music is taught. For example, playing a wrong note can be constructive, useful, even enlightening. The creator of the acclaimed Un-Master Class workshop also explores the special potential of group work, outlining the basics of his revelatory workshop that has transformed the music experience for participants the world over. Practicing, in Westney's view, is a lively, honest, adventurous, and spiritually rewarding enterprise, and it can (and should) meet with daily success, which empowers us to grow even more. Teachers, professionals, and students of any instrument will benefit from this unique guide, which brings artistic vitality, freedom, and confidence within everyone's reach.

The Strategic Management of Information Systems

On one terrible night 17-year-old Harley Langston's life changes forever. A car crash leaves her younger sister, Audrey, in a coma. Harley's boyfriend, Mike, was at the wheel-drunk at the time, though relatively unscathed. The sickening irony is that Audrey would be fine if Harley hadn't caught her wasted with Mike at a party and abandoned her in a rage. Now Harley is left only with guilt, grief, pain and the undeniable truth that her ex-boyfriend has a drinking problem. So it's a surprise that she finds herself reconnecting with Raf, a neighbor and childhood friend who's recently out of rehab and still wrestling with his own demons. At first Harley doesn't want to get too close to him. But as Audrey awakens from her coma and slowly recovers, Raf starts to show Harley a path forward that she never would have believed possible, one guided by honesty, forgiveness, and redemption.

The Complete Project Management Office Handbook

Note: This pocket book is available in several languages: English, German, French, Dutch. This Pocket Guide supplies a summary of the PRINCE2 method, to provide a quick introduction as well as a structured overview of the method; Main target Group for this pocket guide is anyone who wants to get to know the method

PRINCE2 or a methodical approach for project management. The book is also very useful for members of a project management team on a project using the PRINCE2 method. Furthermore this pocket guide can be used as literature for the preparation of the PRINCE2 2009 Edition Foundation exam; This pocket guide is based on PRINCE2 2009 Edition; This pocket book deals with processes, themes and principles within project management and PRINCE2. Tailoring PRINCE2 explains how to fit the PRINCE2 method onto the specific project circumstances; A complete but concise description of PRINCE2 2009 Edition, for anyone involved in projects or project management. Available in English, Dutch and French.

Managing Unique Assignments

³There was little danger of encountering the Bennet sisters ever again.² Jane Austen's classic novel *Pride and Prejudice* is beloved by millions, but little is revealed in the book about the mysterious and handsome hero, Mr. Darcy. And so the question has long remained: Who is Fitzwilliam Darcy? Pamela Aidan's trilogy finally answers that long-standing question, creating a rich parallel story that follows Darcy as he meets and falls in love with Elizabeth Bennet. *Duty and Desire*, the second book in the trilogy, covers the "silent time" of Austen's novel, revealing Darcy's private struggle to overcome his attraction to Elizabeth while fulfilling his roles as landlord, master, brother, and friend. When Darcy pays a visit to an old classmate in Oxford in an attempt to shake Elizabeth from his mind, he is set upon by husband-hunting society ladies and ne'er-do-well friends from his university days, all with designs on him -- some for good and some for ill. He and his sartorial genius of a valet, Fletcher, must match wits with them all, but especially with the curious Lady Sylvania. Irresistibly authentic and entertaining, *Duty and Desire* remains true to the spirit and events of *Pride and Prejudice* while incorporating fascinating new characters, and is sure to dazzle Austen fans and newcomers alike.

The Frontiers of Project Management Research

Guide your project to success from initial idea to final delivery In today's time-pressured, cost-conscious global business environment, tight project deadlines and high expectations are the norm. Projects are now the standard way of implementing change, and project management has become a vital skill for successful business professionals. *Project Management For Dummies* shows you how to succeed by focusing on what you need to deliver and then how to plan and control the project in order to deliver it. You will learn how to plan, keep the project on track, manage teams and control risk. You'll even get some tips on software - including free stuff - that will make things easier for you. Who, What, and Why - understand the expectations of your project Laying the foundations - learn to build your plans with a sturdy structure from start to finish The selection process - see how to get the very best from your teams Get in the driving seat - learn to take control and steer your project to success Open the book and find: Clear and simple explanation of powerful planning techniques Ways to track progress and stay in control How to identify and then control risk to protect your project Why understanding your project's stakeholders is key How to use technology to up your game Tips for writing a clear and convincing business case Advice on being an effective leader Techniques to help you work effectively with teams and specialists Learn to: Motivate your teams to perform to their full potential Plan, execute and

deliver your projects with confidence Stay in control to deliver on time, within budget and to the right quality

Project Management for Business and Engineering

A quick reference guide for the PMP Exam, this sturdy, laminated card accompanies *The PMP Exam: How To Pass On Your First Try, 6th Edition*. Presenting all 49 processes along with the key inputs, tools, and outputs, this helpful tool also depicts techniques, tables, and graphs to highlight the most important information at a glance. Common formulas are organized for rapid look-up, bringing relevant information for the PMP Exam together in one resource.

The Professional Product Owner

Updated for today's businesses—a proven model FOR assessment and ongoing improvement *Using the Project Management Maturity Model, Second Edition* is the updated edition of Harold Kerzner's renowned book covering his Project Management Maturity Model (PMMM). In this hands-on book, Kerzner offers a unique, industry-validated tool for helping companies of all sizes assess and improve their progress in integrating project management into every part of their organizations. Conveniently organized into two sections, this Second Edition begins with an examination of strategic planning principles and the ways they relate to project management. In the second section, PMMM is introduced with in-depth coverage of the five different levels of development for achieving maturity. Easily adaptable benchmarking instruments for measuring an organization's progress along the maturity curve make this a practical guide for any type of company. Complete with an associated Web site packed with both teaching and learning tools, *Using the Project Management Maturity Model, Second Edition* helps managers, engineers, project team members, business consultants, and others build a powerful foundation for company improvement and excellence.

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