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"Best Practices for Environmental Project Teams" provides project managers and their teams, government managers, and regulatory agencies with practical

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guidelines for continuously improving performance. Project managers and team members can pick from a variety of chapter topics, stated as Actions, to address existing skill gaps with practical tools and guidelines.

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

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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

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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,

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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

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standards application content based on project type, development approach, and industry sector.

Pass the PMP 2021 exam with confidence with the help of practical and up-to-date coverage of project management practices from the 6th edition of the PMBOK® Guide Key Features Written by J. Ashley

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Hunt, an experienced PMP® trainer with over 20 years of project management experience Learn with the help of PMP® practice tests, exam tips, and best practices from the PMBOK® Guide Effectively plan core project work aspects such as scope, cost, quality, procurement, and communication

Book Description One of

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the five most prestigious certifications in the world, the PMP® exam is said to be the most difficult non-technical certification exam. With this exam guide, you'll be able to address the challenges in learning advanced project management concepts. This PMP study guide covers all of the 10 project management knowledge

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areas, 5 process groups, 49 processes, and aspects of the Agile Practice Guide that you need to tailor your projects. With this book, you will understand the best practices found in the sixth edition of the PMBOK® Guide and the newly updated exam content outline. Throughout the book, you'll learn exam objectives in the

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form of a project for better understanding and effective implementation of real-world project management tasks, helping you to not only prepare for the exam but also implement project management best practices. Finally, you'll get to grips with the entire application and testing processes in PMP® and discover numerous tips and

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techniques for passing the exam on your first attempt. By the end of this PMP® exam prep book, you'll have a solid understanding of everything you need to pass the PMP® certification exam, and be able to use this handy, on-the-job desktop reference guide to overcome challenges in project management. What you will

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learn Understand how to fill out the exam application and what to expect on the day of the exam Get a comprehensive overview of project management processes, knowledge areas, and project execution Explore project and organization structures and other factors influencing projects Manage risk, scheduling, and cost

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using expert tips and insights Acquire and manage resources and communication in project work Monitor and control projects from planning to execution Discover professional responsibility, study tips, and what's in store for certified project management professionals Who this book is for If you are an experienced project

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manager looking for a common language and best practices in the project management space and want to achieve the PMP certification to accelerate your career growth, this book is for you. A minimum of 3 to 7 years of experience in leading and directing projects for a variety of industries will be useful.

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The Project Management Life Cycle reveals the unique Method 123 Project Management Methodology by defining the phases, activities and tasks required to complete a project. It's different because it describes the life cycle clearly and prescriptively, without the complex terminology rife throughout the industry.

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Its comprehensive coverage, consistent depth and suite of tools will help managers to undertake projects successfully.

Containing hundreds of practical examples to enhance the reader's understanding of project management, the book skilfully guides them through the four critical phases of the project life cycle: initiation,

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planning, execution and closure. Written in a clear, professional and straightforward manner, it is relevant to the management of all types of project, including IT, construction, engineering, telecommunications and government, as well as many others. An essential guide to improving project management skills for

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project managers, senior managers, team members, consultants, trainers or students. Additional resources can be downloaded from <http://tinyurl.com/bq2dbuw> by scrolling down to the 'Resources' section.

Web Development

Project Management for Construction

The American Institute of Architects

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Official Guide to the 2007 AIA Contract
Documents

A Complete Guide

Final report

The Essential Handbook of Ground-Water
Sampling

A Complete Guide for Performing
Security Risk Assessments

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A single mistake, whether made during the bidding process or when executing a construction project, can potentially cost tens of thousands of dollars or more. Of course, the sooner mistakes are caught, the less costly they become. Based on the authors' combined

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experience working on projects large and small, Construction Management: Subcontractor Scopes of Work delineates how project teams can avoid mistakes and run projects more intelligently, effectively, and efficiently. This book's concentration

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on the nuts and bolts of a construction project, rather than on basic philosophies and concepts, sets it apart. It focuses not on the mechanics of writing subcontract scopes of work, but on why they are written the way they are. Designed by contractors for

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contractors, this is not a book of simple checklists describing how to address various issues, but a compilation of practical examples and lessons learned to form a knowledge base that can be applied to any project. This knowledge can be used to prepare

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bid documents that clearly define the roles of the various subcontractors, ensuring the full scope of the project is covered without redundancy or duplication. Provides invaluable training while minimizing lost productivity! Auxiliary multiple choice

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tests and answer keys are available for download from the CRC website.

Using this feature, executives will spend less time preparing and presenting in-house seminars, employees can study when they want and take the tests at opportune times.

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With this book and downloadable tests, the productivity lost due to training is reduced tremendously. Disagreements over the scope of work required of a general contractor and/or trade subcontractors that ultimately end in construction disputes plague the

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construction industry. This book elucidates problematic aspects of construction projects while also providing insight into the different perspectives of the various project team members. It delivers helpful information that prevents gaps in

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subcontract coverage and scope disagreements and reduces potential construction disputes.

Incomplete or missed requirements, omissions, ambiguous product features, lack of user involvement, unrealistic customer expectations, and

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the proverbial scope creep can result in cost overruns, missed deadlines, poor product quality, and can very well ruin a project. Project Scope Management: A Practical Guide to Requirements for Engineering, Product, Construction, IT and Enterprise Projects describes how

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to elicit, document, and manage requirements to control project scope creep. It also explains how to manage project stakeholders to minimize the risk of an ever-growing list of user requirements. The book begins by discussing how to collect project

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requirements and define the project scope. Next, it considers the creation of work breakdown structures and examines the verification and control of the scope. Most of the book is dedicated to explaining how to collect requirements and how to define

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product and project scope inasmuch as they represent the bulk of the project scope management work undertaken on any project regardless of the industry or the nature of the work involved. The book maintains a focus on practical and sensible tools and

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techniques rather than academic theories. It examines five different projects and traces their development from a project scope management perspective—from project initiation to the end of the execution and control phases. The types of projects

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considered include CRM system implementation, mobile number portability, port upgrade, energy-efficient house design, and airport check-in kiosk software. After reading this book, you will learn how to create project charters, high-level scope,

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detailed requirements specifications, requirements management plans, traceability matrices, and a work breakdown structure for the projects covered.

Apply lean principles to your next architectural project and improve your

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bottom line with the help of this practical volume Lean Architecture: Excellence in Project Delivery shows readers a path to improve their project delivery via the application of lean concepts and process management. Authors Michael Czap and Gregory

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Buchanan challenge readers to reexamine their approach to architectural practice and projects by presenting a unique and compelling alternative. Lean Architecture details the crucial metrics and implementation strategies that combine

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to improve the efficiency and profitability of projects taken on by firms of all sizes. Readers will learn to: Maximize the use of their resources to deliver superior results in less time Minimize waste, cost, and inefficiency in their firm's operations Move

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between radically different project scales while retaining efficient and effective processes Lean Architecture is perfect for firm leaders, project managers, and project architects who seek to improve their ability to deliver better results while reducing their cost

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base. Students, designers and emerging professionals will also benefit by learning key principles for more effectively executing design ideas.

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

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*for Project Management
(RUSSIAN)Project Management
Institute
Project Management
The Law and Business of
International Project Finance
The Rust Programming Language*

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(Covers Rust 2018)

Ask a Manager

*Managing Your Library Construction
Project*

Project Management for Dummies

*Registries for Evaluating Patient
Outcomes*

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Most of the project management books on the market are basically textbooks. They are dry to begin with, and don't focus on the practical advice that most people need to run their projects. Lessons in

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Project Management, Second Edition does not assume that you are a project manager building a nuclear reactor or sending a man to the moon. Instead, it focuses on the millions of people who manage normal, medium-to-

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large projects on an ongoing basis. Each case study in Lessons in Project Management contains an accessible, easy-to-read analysis of the challenges of real-world project management. Each problem is

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presented, then followed by an examination of the solution, written in easy-to-understand language. The format allows you to more easily relate to the book, since it brings into play a project scenario with

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practical project management lessons to be learned.

You'll also recognize recurring characters who appear in multiple stories, and you'll start to develop some empathy for and interest in their struggles.

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This User's Guide is intended to support the design, implementation, analysis, interpretation, and quality evaluation of registries created to increase understanding of patient outcomes. For the

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purposes of this guide, a patient registry is an organized system that uses observational study methods to collect uniform data (clinical and other) to evaluate specified outcomes for a population defined by

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a particular disease, condition, or exposure, and that serves one or more predetermined scientific, clinical, or policy purposes. A registry database is a file (or files) derived from the

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registry. Although registries can serve many purposes, this guide focuses on registries created for one or more of the following purposes: to describe the natural history of disease, to determine clinical

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effectiveness or cost-effectiveness of health care products and services, to measure or monitor safety and harm, and/or to measure quality of care. Registries are classified according to how their populations are

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defined. For example, product registries include patients who have been exposed to biopharmaceutical products or medical devices. Health services registries consist of patients who have had a common procedure,

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clinical encounter, or hospitalization. Disease or condition registries are defined by patients having the same diagnosis, such as cystic fibrosis or heart failure. The User's Guide was created by researchers

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affiliated with AHRQ's Effective Health Care Program, particularly those who participated in AHRQ's DEcIDE (Developing Evidence to Inform Decisions About Effectiveness) program. Chapters were subject to

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multiple internal and external independent reviews.

The newly updated Fourth Edition of CONSTRUCTION JOBSITE MANAGEMENT examines all facets of construction project management from the

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contractor's point of view. The responsibilities of project managers, construction superintendents, and construction engineers are covered in depth, from configuring a project team

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through closing out a project. The text maintains a strong focus on jobsite personnel activities, outlining proven procedures and offering helpful techniques to manage projects effectively from

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start to finish. Clear, concise language and accurate, relevant detail make this book an essential introduction to the real world of construction jobsite management.

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content referenced within the product description or the product text may not be available in the ebook version.

The Work Breakdown Structure (WBS) serves as a guide for defining work as it relates

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to a specific project's objectives. This book supplies project managers and team members with direction for the preliminary development and the implementation of the WBS. Consistent with A Guide

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to the Project Management Body of Knowledge (PMBOK® Guide)-Sixth Edition, the WBS Practice Standard presents a standard application of the WBS as a project management tool. Throughout the book, the

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reader will learn what characteristics constitute a high-quality WBS and discover the substantial benefits of using the WBS in every-day, real-life situations.

GAO Cost Estimating and

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Assessment Guide

Design and Equipment for
Restaurants and Foodservice

A Guide to the Project

Management Body of Knowledge
(PMBOK® Guide) – Seventh

Edition and The Standard for
Project Management (RUSSIAN)

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A Complete Step-By-Step
Methodology for Initiating,
Planning, Executing &
Closing a Project Successf
Final Report to the American
Indian Policy Review
Commission
Project Scope Management

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A Management View

CD-ROM contains: Samples of all AIA contract documents.

The landmark project management reference, now in a new edition Now in a Tenth Edition, this industry-leading project management "bible" aligns its streamlined approach to the latest release

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of the Project Management Institute's Project Management Body of Knowledge (PMI®'s PMBOK® Guide), the new mandatory source of training for the Project Management Professional (PMP®) Certification Exam. This outstanding edition gives students and professionals a profound understanding

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of project management with insights from one of the best-known and respected authorities on the subject. From the intricate framework of organizational behavior and structure that can determine project success to the planning, scheduling, and controlling processes vital to effective project

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management, the new edition thoroughly covers every key component of the subject. This Tenth Edition features: New sections on scope changes, exiting a project, collective belief, and managing virtual teams More than twenty-five case studies, including a new case on the Iridium Project covering all aspects of

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project management 400 discussion questions More than 125 multiple-choice questions (PMI, PMBOK, PMP, and Project Management Professional are registered marks of the Project Management Institute, Inc.)

An excellent reference for, professionals and experienced designers, this text takes

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a holistic approach to web development. At the heart of the text is the belief that keeping the user's needs in mind during development process will create more effective sites. It addresses planning, structure, navigation, content, design, and usability while focusing on their interconnectedness within web

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development. Both traditional and contemporary theoretical approaches are discussed including rhetorical theory, visual-spatial thinking, and user-centered design. A number of real world examples including screen captures of actual sites, advice from practicing professionals and ready to use materials make this book a

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must-have for anyone interested in effective web development. Provides an overview of the web development process and planning phases. Covers the basics of document markup and publishing. Looks at critical factors in overall development relating to site structure; navigation systems; research & content

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development; visual design; interface design; and usability & accessibility. Includes examples of architectures, navigation, interface designs, usability tests, accessibility standards, and content development. Appropriate for advanced technical writing courses in Multimedia and Web Design. An excellent resource

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for anyone interested in developing effective websites.

"Affords an advantageous understanding of contemporary management and total quality systems without excessive employment of advanced mathematics--directing managers in the implementation of the basic quality

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framework that will lead to improved production and increased profits through sound quality practices. Provides practical applications in a wide variety of industrial, financial, service, and administrative systems and shows how to prepare for quality audits, product meetings, and production discussions.

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Features 21 new chapters."

The Project Management Life Cycle

A Systems Approach to Planning,

Scheduling, and Controlling

Tribal Contracting

A Practical Guide to Understanding,

Managing, and Reviewing

Environmental Risk Assessment Reports

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A Practical Guide to Requirements for
Engineering, Product, Construction, IT
and Enterprise Projects

CAPM/PMP Project Management
Certification All-In-One Exam Guide,
Fourth Edition

Final Report Submitted to Congress May
17, 1977

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This up-to-date self-study system offers 100% coverage of every topic on the CAPM and PMP exams. Thoroughly revised for the current PMI Project Management Body of Knowledge (PMBOK Guide), this up-to-date resource offers complete

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coverage of all the material included on the Certified Associate in Project Management and Project Management Professional exams. You ' ll find learning objectives at the beginning of each chapter, exam tips, and

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practice exam questions with in-depth answer explanations. Written by a leading project management consultant and trainer, CAPM/PMP Project Management Certification All-in-One Exam Guide, Fourth Edition

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will help you pass the exams with ease and will also serve as an essential on-the-job reference.

Covers all exam topics, including:

- Project integration management
- Managing the project scope
- Managing project time, costs,

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and quality •Managing project resources •Managing project communications •Managing project risks •Project procurement management •Managing project stakeholders •Project management processes

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- Electronic content includes:
- 750 CAPM and PMP practice exam questions—test yourself by exam domain or take a complete exam
 - Bonus process review quiz
 - Video training from the author
 - Process ITTO Quick Review

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"HELP! My Students Can't Write!"

Why You Need a Writing

Revolution in Your Classroom and

How to Lead It. The Writing

Revolution (TWR) provides a clear

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method of instruction that you can use no matter what subject or grade level you teach. The model, also known as The Hochman Method, has demonstrated, over and over, that it can turn weak writers into strong communicators

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by focusing on specific techniques that match their needs and by providing them with targeted feedback. Insurmountable as the challenges faced by many students may seem, TWR can make a dramatic difference. And the

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method does more than improve writing skills. It also helps: Boost reading comprehension Improve organizational and study skills Enhance speaking abilities Develop analytical capabilities TWR is as much a method of

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teaching content as it is a method of teaching writing. There's no separate writing block and no separate writing curriculum. Instead, teachers of all subjects adapt the TWR strategies and activities to their current

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curriculum and weave them into their content instruction. But perhaps what's most revolutionary about the TWR method is that it takes the mystery out of learning to write well. It breaks the writing process down into manageable

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chunks and then has students practice the chunks they need, repeatedly, while also learning content.

A Practical Guide to
Understanding, Managing and
Reviewing Environmental Risk

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Assessment Reports provides team leaders and team members with a strategy for developing the elements of risk assessment into a readable and beneficial report. The authors believe that successful management of the risk

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assessment team is a key factor is quality repor

An excellent introduction to the real world of environmental work, this title helps both college students and working professionals improve their

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understanding of the data collection process. It covers all phases of data collection (planning, field sampling, laboratory analysis, and data quality assessment), and is a single source comprehensive reference

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for the resolution of the most common problems that environmental professionals face daily in their work. Why This Title This title is written in a clear and logical manner that is accessible to environmental professionals of all

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disciplines. It contains hundreds of practical tips on planning, sampling, and interactions with analytical laboratories. Having this text as a desk reference will greatly improve skills in planning and sampling, and elevate

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understanding of chemical data to a new level. This topic is of importance to a wide range of environmental professionals from a variety of disciplines (see audience). Written by a practicing professional for practicing

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professionals, this handbook provides everything an environmental professional needs to know to competently collect environmental chemical data. A study guide to mastering project management for the PMP® exam

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Becoming a PMP® Certified Professional

A Resource for Governments, Sponsors, Lawyers, and Project Participants

Fundamental Concepts for Owners, Engineers, Architects, and

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Builders

Understanding and Drafting
Business Contracts with American
Indian Tribes

Lean Architecture

Applied Software Project
Management

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Microsoft's Exchange Server 2003 is a messaging and collaboration server that can work with multiple message databases, providing better user support and faster data access. Exchange 2003 is a major upgrade from 2000 with

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added features such as better Web-enabled access for users, strong mobile/wireless options for corporations, dramatically increased security, easier Active Directory updates, instant messaging, and top-notch

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integration with other servers and .NET applications. Companies using Exchange Server include: Bosch, Cinergy, Fleet Boston Financial, John Hancock Financial Services, Nabisco, J.D. Edwards, MTVi, Pearson International, plus

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many others.

This text shows the reader how to plan and develop a restaurant or foodservice space. Topics covered include concept design, equipment identification and procurement, design principles, space allocation,

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electricity and energy management, environmental concerns, safety and sanitation, and considerations for purchasing small equipment, tableware, and table linens. This book is comprehensive in nature and

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focuses on the whole facility—with more attention to the equipment—rather than emphasizing either front of the house or back of the house. Managing Difficult Projects pulls together the principles and

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practice of project management and presents useful diagnostic approaches, tools and structures in a clear and practical way. The book focuses on the diagnosis and resolution of “difficult” problems whether in large or small complex

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projects. The intent is to help corporate executives and project management practitioners apply proven processes, methodologies, systems, structures and tools to rally the information and the resources required for better

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decisions, faster delivery and improved results. This essential book shows how to plan effectively and to reduce risk at every step of project delivery, particularly vital during project implementation when 90% of project funding is

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spent. It covers new ground by proposing the use of the project management process as an integral part of setting and updating corporate strategy. In projects, context is everything! The text is amply illustrated with

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international case studies, charts, photos, graphs and data tables. The Security Risk Assessment Handbook: A Complete Guide for Performing Security Risk Assessments provides detailed insight into precisely how to

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conduct an information security risk assessment. Designed for security professionals and their customers who want a more in-depth understanding of the risk assessment process, this volume contains real-wor

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Lessons in Project Management
Construction Jobsite Management
Best Practices for Developing and
Managing Capital Program Costs
Practice Standard for Work
Breakdown Structures - Third
Edition

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Construction Management
Managing Difficult Projects
PPI Interior Design Reference
Manual: Everything You Need to
Know to Pass the NCIDQ Exam
eText - 1 Year
As American Indian Nations

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continue to grow and thrive in the twenty first century many have engaged in significant expansion of their business practices. Unfortunately, there are few resources to assist a

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practitioner in forming successful tribal contracts despite the fact that many tribal governments enter into hundreds of contracts a year. This book strives to provide such a resource. The

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book provides a general background that every practitioner should be aware of when either engaging in business transactions with tribes or providing representation to tribes

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when they contract with outside entities. It covers various areas of federal Indian law that have a significant impact on these relationships, and chapters written to give a practitioner

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an understanding of basic principles of tribal economies, contract drafting, and federal contract law. Also included are several sample contracts designed for tribes,

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including a professional services contract, a general consulting contract, and a master agreement.

"If you're looking for solid, easy-to-follow advice on estimation, requirements

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gathering, managing change, and more, you can stop now: this is the book for you."--Scott Berkun, Author of The Art of Project Management What makes software projects succeed?

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It takes more than a good idea and a team of talented programmers. A project manager needs to know how to guide the team through the entire software project. There are common pitfalls

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that plague all software projects and rookie mistakes that are made repeatedly--sometimes by the same people! Avoiding these pitfalls is not hard, but it is not necessarily intuitive.

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Luckily, there are tried and true techniques that can help any project manager. In *Applied Software Project Management*, Andrew Stellman and Jennifer Greene provide you with

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tools, techniques, and practices that you can use on your own projects right away. This book supplies you with the information you need to diagnose your team's situation and

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presents practical advice to help you achieve your goal of building better software. Topics include: Planning a software project Helping a team estimate its workload Building a schedule

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Gathering software requirements and creating use cases Improving programming with refactoring, unit testing, and version control Managing an outsourced project Testing

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software Jennifer Greene and Andrew Stellman have been building software together since 1998. Andrew comes from a programming background and has managed teams of

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requirements analysts, designers, and developers. Jennifer has a testing background and has managed teams of architects, developers, and testers. She has led multiple

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large-scale outsourced projects. Between the two of them, they have managed every aspect of software development. They have worked in a wide range of industries, including

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finance,
telecommunications, media,
nonprofit, entertainment,
natural-language
processing, science, and
academia. For more
information about them and

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this book, visit stellman-greene.com

This 2007 third edition continues to be a comprehensive and authoritative guide to the business, practice, law, and

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practical use of project finance. It covers the complete project finance structure, from conception to negotiation to debt closing, and from project difficulties to successful

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restructuring. The book continues to be accessible to those with little experience in project finance, while maintaining the insight and detail of previous editions that has made it a valuable

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reference for the experienced lawyer, manager, banker, contractor, and government official. This edition focuses on a real-world, practical approach to project finance,

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without the overuse of case studies and economic theory. Yet the contract forms, detailed glossary, index, and project finance bibliography make it a complete text.

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To use public funds effectively, the gov't. must meet the demands of today's changing world by employing effective mgmt. practices and processes, including the measurement

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of gov't. program performance. Legislators, gov't. officials, and the public want to know whether gov't. programs are achieving their goals and what their costs are. To

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make those evaluations, reliable cost information is required and fed. standards have been issued for the cost accounting that is needed to prepare that information. This Cost Guide

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has been developed in order to establish a consistent methodology that is based on best practices and that can be used across the fed. gov't. for developing, managing, and evaluating

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capital program cost
estimates. Illustrations.
Microsoft Exchange Server
2003 Unleashed

The Writing Revolution
Subcontractor Scopes of

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Work
Best Practices for
Environmental Project
Teams
A User's Guide
Clandestine
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Laboratory Assessment and
Remediation Guidance

1 copy located in
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Tremendous improvements in
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methodologies and

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analytical technologies have made it possible to collect and analyze truly representative samples to detect increasingly lower levels of contaminants—now in the sub-parts-per-

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billion range. Though these new methods produce more accurate and precise data and are less expensive, many From the creator of the popular website Ask a

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Manager and New York's
work-advice columnist
comes a witty, practical
guide to 200 difficult
professional
conversations—featuring
all-new advice! There's a

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reason Alison Green has been called “the Dear Abby of the work world.” Ten years as a workplace-advice columnist have taught her that people avoid awkward

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conversations in the office because they simply don't know what to say. Thankfully, Green does—and in this incredibly helpful book, she tackles the tough discussions you may

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need to have during your career. You'll learn what to say when • coworkers push their work on you—then take credit for it • you accidentally trash-talk someone in an

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email then hit “reply all”

- you're being micromanaged—or not being managed at all
- you catch a colleague in a lie
- your boss seems unhappy with your work
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