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KEY=EDITION - NOVAK BOWERS

REVISED AN INTRODUCTION TO PROJECT MANAGEMENT, FOURTH EDITION

WITH BRIEF GUIDES TO MICROSOFT PROJECT 2013 AND ATTASK

Ingram Note: This revision only changes Appendix A to provide instructions for using Microsoft Project 2013 vs. 2010 in the original fourth edition (plus some corrections). This book provides up-to-date information on how good project, program, and portfolio management can help you achieve organizational success. It includes over 50 samples of tools and techniques applied to one large project, and it is suitable for all majors, including business, engineering, and more. This text uses a chronological approach to project management, with detailed explanations and examples for initiating, planning, executing, monitoring and controlling, and closing projects.

INTRODUCTION TO PROJECT MANAGEMENT

The latest book from Cengage Learning on Introduction to Project Management, International Edition

INTRODUCTION TO PROJECT MANAGEMENT

Course Technology Ptr This book presents a chronological approach to managing small, medium, and large projects, and is suitable for all majors, including business, engineering, healthcare, and more.

REVISED AN INTRODUCTION TO PROJECT MANAGEMENT, FOURTH EDITION

AN INTRODUCTION TO PROJECT MANAGEMENT, SIXTH EDITION

The sixth edition of An Introduction to Project Management has been completely updated to follow the Project Management Institute's PMBOK(r) Guide - Sixth Edition (2017). It includes several new figures, a new section on the PMI talent triangle and the importance of leadership skills, and a new section on an agile approach to project planning. New research, statistics, and real-world examples are included throughout the book. It also incorporates updated information and screenshots from several software tools. Continuing features include a chapter for each process group and a comprehensive case study to illustrate applying tools and techniques throughout the project life cycle. Each chapter includes several real-world examples and references, including opening cases and case wrap-ups, examples of what went right, what went wrong, media snapshots, best practices, and video highlights in each chapter. End of chapter materials include chapter summaries, quick quizzes, discussion questions, and exercises with case studies provided in Appendix C. The free student website includes over fifty template files, online quizzes, data files for Microsoft Project, and much more. A comprehensive, secure instructor site is available with lecture slides, solution files, test banks, etc.

PRACTICE STANDARD FOR PROJECT ESTIMATING - SECOND EDITION

Project Management Institute Project estimating plays a vital role in project management. Typically completed in the initial planning stages, accurate project estimation can be a difficult task. Organizations and project managers should use these initial estimates to baseline the project schedule and cost, then refine these estimates as the project develops. Accurate estimation and refinement of the estimates leads to better and earlier decision making, thus maximizing value.Developed within the framework of A Guide to the Project Management Body of Knowledge (PMBOK&® Guide) &– Sixth Edition and other PMI standards, the Practice Standard for Project Estimating &– Second Edition focuses on providing models for the project management profession in both plan-driven and change-driven adaptive (agile) life cycles. This practice standard describes the aspects of project estimating that are recognized as good practice on most projects most of the time and that are widely recognized and consistently applied.PMI practice standards describe processes, activities, constraints, inputs, and outputs for specific discipline subject areas and are targeted to all practitioners within

projectized organizations, not just project managers.

INFORMATION TECHNOLOGY PROJECT MANAGEMENT

Recreates the experience of dozens of projects, both successful and failed, to provide a real-world context for learning.

INFORMATION TECHNOLOGY PROJECT MANAGEMENT

PROVIDING MEASURABLE ORGANIZATIONAL VALUE

John Wiley & Sons The 5th Edition of Jack Marchewka's Information Technology Project Management focuses on how to create measurable organizational value (MOV) through IT projects. The author uses the concept of MOV, combined with his own research, to create a solid foundation for making decisions throughout the project's lifecycle. The book's integration of project management and IT concepts provides students with the tools and techniques they need to develop in this field.

REVISED AN INTRODUCTION TO PROJECT MANAGEMENT, THIRD EDITION

WITH BRIEF GUIDES TO MICROSOFT PROJECT 2010 AND @TASK

Course Technology Note: The fourth edition of this book was published in 2012. An Introduction to Project Management, Third Edition offers a general yet concise introduction to project management. This book provides up-to-date information (based on the 2008 PMBOK Guide) on how good project, program, and portfolio management can help you achieve organizational success. It includes over 50 samples of tools and techniques applied to one large project, and it is suitable for all majors, including business, engineering, healthcare, and more. This text uses a chronological approach to project management, with detailed explanations and examples for initiating, planning, executing, monitoring and controlling, and closing projects. This text includes corrections to the original third edition and a new Appendix A with a Brief Guide to Using Project 2010 (instead of Project 2007). The pagination for chapters 1-9 has not changed.

AN INTRODUCTION TO PROJECT MANAGEMENT

Kathy Schwalbe, LLC The fourth edition of An Introduction to Project Management includes changes based on the PMBOK Guide, Fifth Edition (2013). Other features: Includes a guide for using Microsoft Project 2010. Provides a special 60-day free trial of MatchWare's

MindView Business software (www.matchware.com/intropm), an integrated tool to create mind maps, Gantt charts, and other project documents. Includes free online access to AtTask, a leading web-based project management tool, and a guide for using this powerful software for portfolio optimization. Includes features in each chapter providing real-world examples and references, including Opening Cases and Case Wrap-Ups, examples of What Went Right, What Went Wrong, Media Snapshots, Best Practices, and a new feature with Video Highlights related to project management. Appendix C, Resources, provides case studies where students can apply various tools and techniques plus information on simulation software and project management certifications. Web site includes easy access to online quizzes, Jeopardy-like games, template files, Project 2010 files, links to sites mentioned in the text, and much more.

TRANSFORMING BUSINESS WITH PROGRAM MANAGEMENT

INTEGRATING STRATEGY, PEOPLE, PROCESS, TECHNOLOGY, STRUCTURE, AND MEASUREMENT

CRC Press Organizations need to constantly innovate and improve products and services to maintain a strong competitive position in the market place. The vehicle used by organizations for such constant reinvention is a business transformation program. This book illustrates a tested program management roadmap along with the supporting comprehensive frameworks to successfully execute business transformation programs, formulated strategies, and strategic initiatives. It outlines the steps to successfully transform any business and deliver tangible business outcomes. This breakthrough work establishes the linkage between strategy formulation and strategy execution through the program management discipline. It depicts how program management integrates strategy, people, process, technology, structure, and measurement on cross-functional initiatives. The author details the processes, techniques, and tools that a program management team can customize and easily implement on any type of strategic initiative within the private or public sector environment to deliver and sustain the expected business outcomes and benefits. This book discusses the ten mandatory steps (or roadmap) needed to lead complex, business transformation programs to success. It showcases program management best practices and lessons learned though real-world case studies spanning different industry sectors and functional domains. Transforming Business with Program Management will equip executives, general managers, and program managers with the core skills necessary to effectively plan and implement business transformation strategies that drive sweeping business change and innovation.

ROTMAN ON DESIGN

THE BEST ON DESIGN THINKING FROM ROTMAN MAGAZINE

University of Toronto Press Over the past decade, the Rotman School of Management and its award-winning publication, Rotman magazine, have proved to be leaders in the emerging field of design thinking. Employing methods and strategies from the design world to approach business challenges, design thinking can be embraced at every level of an organization to help build innovative products and systems, and to enhance customer experiences. This collection features Rotman magazine's best articles on design thinking and business design. Insights are drawn from the people on the frontlines of bringing design into modern organizations, as well as from the leading academics who are teaching design thinking to a new generation of global leaders. Rotman on Design is divided into three sections, each of which features an all-new introduction by a prominent thought leader. The selections cover a variety of practical topics, focusing on why design methodologies are so important today and how they can be introduced into organizations that have never before considered design thinking. They also illustrate the particular skills that promote great design - whether it be of a new business plan, a user experience, a health care system, or an economic policy. Together, the articles in this collection will help managers to thrive and prepare for future challenges. Anyone who is interested in fostering creativity and innovation in their organization will benefit from this engaging book.

PROJECT MANAGEMENT ABSOLUTE BEGINNER'S GUIDE

Que Publishing This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Succeed as a project manager, even if you've never run a project before! This book is the fastest way to master every project management task, from upfront budgeting and scheduling through execution, managing teams through closing projects, and learning from experience. Updated with more insights from the front lines, including agile approaches, dealing with security and privacy priorities, and leading remote/virtual teams, along with the latest on Microsoft Project and PMI standards and certifications and a special bonus chapter on preparing for the PMP certification. This book will show you exactly how to get the job done, one incredibly clear and easy step at a time. Project management has never, ever been this simple! Who knew how simple project management could be? This is today's best beginner's guide to modern project management… simple, practical instructions for succeeding with every task you'll need to perform! Here's a small sample of what you'll learn: • Master the key skills and qualities every project manager needs • Lead projects, don't just "manage" them • Avoid 15 most common mistakes new project managers make • Learn from troubled, successful, and "recovered" projects • Set the stage for success by effectively defining your project • Build a usable project plan and an accurate work breakdown structure (WBS) • Create budgets and schedules that help you manage risk • Use powerful control and reporting techniques, including earned value management • Smoothly manage project

changes, issues, risks, deliverables, and quality • Manage project communications and stakeholder expectations • Organize and lead high-performance project teams • Manage cross-functional, cross-cultural, and virtual projects • Work successfully with vendors and Project Management Offices • Make the most of Microsoft Project and new web-based alternatives • Get started with agile and "critical chain" project management • Gain key insights that will accelerate your learning curve • Know how to respond to real-life situations, not just what they teach you in school

INFORMATION TECHNOLOGY PROJECT MANAGEMENT

Course Technology Ptr Each of the hundreds of recent innovations in information technology can be traced back to a project: the behind-the-scenes work that, when correctly managed, results in a new system, a new technology, or a new product in the marketplace. Information Technology Project Management builds a foundation for tomorrow's creators and managers by providing meaningful examples of real projects - both successful and failed - and applying the lessons they teach to a sound framework in project management.

BE A PROJECT MOTIVATOR

UNLOCK THE SECRETS OF STRENGTHS-BASED PROJECT MANAGEMENT

Berrett-Koehler Publishers "This book will soon become a widely accepted standard on how to deliver a successful project on time and on budget in any industry." —John Garahan, Vice President, Global Delivery, Broadridge Financial Solutions Successful project managers must engage and motivate others to achieve complex goals. Ruth Pearce shows how behavior, language, and attitudes affect engagement and how leveraging character strengths can help improve relationships, increase innovation, and build higher-functioning teams. This focus on character strengths—such as bravery, curiosity, fairness, gratitude, and humor—can help project managers recognize and cultivate the things that are best in themselves and others. Many project managers do not have the authority to direct the activities of people on their teams—they can only influence them. The most influential people succeed by focusing less on themselves and their message and more on others. They pay attention, they are brave, they are vulnerable, they are curious, and they look for and acknowledge the things that are important about and to the other person. And they model the behavior that they want to see. This book tells you how. Pearce provides tools and frameworks for building a culture of appreciation, understanding character strengths, mapping leadership qualities, understanding learning styles, identifying team roles, and executing plans. She also explores the factors that contribute to conflict and tensions, as well as strategies for getting through difficult times. We see these tools and techniques in action through "Maggie," a project manager who is struggling to motivate her team. Each chapter concludes with

reflective questions to make the ideas stick and with key strategies for success.

THE CRAFT OF SCIENTIFIC PRESENTATIONS

CRITICAL STEPS TO SUCCEED AND CRITICAL ERRORS TO AVOID

Springer Science & Business Media The Craft of Scientific Presentations, 2nd edition aims to strengthen you as a presenter of science and engineering. The book does so by identifying what makes excellent presenters such as Brian Cox, Jane Goodall, Richard Feynman, and Jill Bolte Taylor so strong. In addition, the book explains what causes so many scientific presentations to flounder. One of the most valuable contributions of this text is that it teaches the assertion-evidence approach to scientific presentations. Instead of building presentations, as most engineers and scientists do, on the weak foundation of topic phrases and bulleted lists, this assertion-evidence approach calls for building presentations on succinct message assertions supported by visual evidence. Unlike the commonly followed topic-subtopic approach that PowerPoint leads presenters to use, the assertion-evidence approach is solidly grounded in research. By showing the differences between strong and weak presentations, by identifying the errors that scientific presenters typically make, and by teaching a much more powerful approach for scientific presentations than what is commonly practiced, this book places you in a position to elevate your presentations to a high level. In essence, this book aims to have you not just succeed in your scientific presentations, but excel. About the Author Michael Alley has taught workshops on presentations to engineers and scientists on five continents, and has recently been invited to speak at the European Space Organization, Harvard Medical School, MIT, Sandia National Labs, Shanghai Jiao Tong University, Simula Research Laboratory, and United Technologies. An Associate Professor of engineering communication at Pennsylvania State University, Alley is a leading researcher on the effectiveness of different designs for presentation slides.

PROCUREMENT PROJECT MANAGEMENT SUCCESS

ACHIEVING A HIGHER LEVEL OF EFFECTIVENESS

J. Ross Publishing "For the first time, the basic steps and skill set required for successful project management is specifically adapted to the procurement process. Procurement Project Management Success is a practical guide that will help purchasing professionals manage their procurements in a cost-effective, systematic, and timely manner." —Sherry R. Gordon, President, Value Chain Group LLC Based on the author's real world experience during the course of her career in supply management, engineering, and as a project management professional, this unique guide demonstrates a practical and proven approach to using project management strategies,

tools, and techniques to consistently create successful procurement practices that go beyond mere cost savings. Procurement Project Management Success integrates supply management best practices and processes with those applicable from the field of project management. It explains how to initiate, plan, manage, and complete both simple and complex procurement projects successfully. Through the use of scheduling, communication plans, risk management and other project management processes, these procurements satisfy stakeholders by setting expectations, continuously communicating status, and getting the best value for the dollar. This book shows project managers all the steps and processes used in procurement, and details for procurement professionals how adding and applying a few project management processes and techniques to their skill set can substantially improve both their company's results and their career opportunities.

APPENDIX A: BRIEF GUIDE TO MICROSOFT PROJECT 2013

This appendix provides step-by-step instructions for using Microsoft Project 2013. You can download the free 60-day trial from www.microsoft.com/project.See www.intropm to access files and other information.

METHODS OF IT PROJECT MANAGEMENT

THIRD EDITION

Purdue University Press Methods of IT Project Management (Third Edition) is built around the latest version of the Project Management Body of Knowledge (PMBOK) and covers best practices unique to the IT field. It is designed for use in graduate, advanced undergraduate, and professional IT project management courses to prepare students for success in the IT field, and to prepare them to pass the Project Management Professional (PMP) certification exam given by the Project Management Institute (PMI), the world's leading certification in the field of project management. Unlike other project management texts, Methods of IT Project Management follows the IT project life cycle, from overview and initiation to execution, control, and closing. An enterprise-scale IT project (macro-case study) runs through the entire text. Each section presents mini-cases based on the larger case and focuses on new concepts presented in each section. Readers gain practical knowledge of IT project management workflows, at scale, while building technical knowledge and skills required to pass the PMP. Mini-case studies encourage deep retention, prompt rich in-class discussion, and challenge more advanced students and professionals alike. Unique skills covered can be put directly into practice. An appendix presents practice study questions and advice on preparing for and passing the PMP exam. The revised third edition includes expanded coverage of agile system development methodologies, leadership and negotiation skills, and process maturity models.

REVISED AN INTRODUCTION TO PROJECT MANAGEMENT, FIFTH EDITION

WITH A BRIEF GUIDE TO MICROSOFT PROJECT PROFESSIONAL 2016

This text updates Appendix A for Project 2016 versus 213. The other chapters and pagination are the same as the original fifth edition. Based on user feedback, the fifth edition of An Introduction to Project Management provides a separate chapter for planning integration and scope management and for planning time and cost management. Additional examples are provided for creating work breakdown structures and schedules. It also includes information on Basecamp, a free web-based project management tool, along with a user guide. In addition to updating many references and examples, this edition continues to include several popular features: - Follows the Project Management Institute's PMBOK(r) Guide, Fifth Edition (2013) - Has chapters for each process group and a comprehensive case study to illustrate applying tools and techniques throughout the project life cycle - Includes a Guide for using Microsoft Project - Provides a free trial of MatchWare's MindView Business software (www.matchware.com/intropm), a tool for creating mind maps, Gantt charts, and other project documents - Uses real-world examples and references, including opening cases and case wrap-ups, examples of what went right, what went wrong, media snapshots, best practices, and video highlights in each chapter - End of chapter materials include chapter summaries, quick quizzes, discussion questions, and exercises, with case studies provided in Appendix C -Comprehensive, secure instructor site available with lecture slides, solution files, test banks, etc. -Free Web site includes over fifty template files, online quizzes and games, data files for Microsoft Project, and much more. Visit the free companion Web site at www.intropm.com.

CONTEMPORARY ELECTRONICS: FUNDAMENTALS, DEVICES, CIRCUITS, AND SYSTEMS

McGraw-Hill Education Contemporary Electronics: Fundamentals, Devices, Circuits and Systems offers a modern approach to fundamental courses for the electronics and electrical fields. It is designed for the first two or three electronic courses in the typical associate degree program in electronic technology. It includes both DC and AC circuits as well as semiconductor fundamentals and basic linear circuits. It addresses the numerous changes that have taken place over the past years in electronics technology, industry, jobs, and the knowledge and skills required by technicians and other technical workers. It can be used in separate DC and AC courses but also in a combined DC/AC course that some schools have adopted in the past years. Contemporary Electronics offers the student the benefit of being able to use a single text in two or three courses minimizing expenses.

CRITICAL CHAIN

A BUSINESS NOVEL

Routledge This fast-paced business novel does for project management what The Goal and It's Not Luck have done for production and marketing. Goldratt?s novels have traditionally slain sacred cows and delivered new ways of looking at processes which seem like common sense once you read them. Critical Chain is no exception. In perhaps Eli?s most readable book yet, two of the established principles of project management, the engineering estimate and project milestones, are found wanting and dismissed, and other established principles are up for scrutiny - as Goldratt once more applies his Theory of Constraints. The approach is radical, yet clear, understandable and logical. New techniques are introduced, and Project Buffers, Feeding Buffers, Limit Multitasking, Improved Communications and Correct Measurements make them work. Goldratt even handles the complicated statistics of dispersed variability versus accumulated variability so deftly you won?t even be aware of learning about them - they?ll just seem like more common sense! Critical Chain is critical reading for anyone who deals with projects. If you use block diagrams, drawings or charts to keep track of your activities, you are managing a project - and this book is for you.

¡AVANCEMOS!.

Transports students beyond the classroom on an exciting journey through the diverse Spanish-speaking world. The perfect blend of culture, instruction and interaction enables and motivates students to succeed. Units are built around countries and cities. Relevant instruction is based on multi-tiered differentiation in presentation, practice, and assessments.

INFORMATION TECHNOLOGY FOR MANAGERS

Cengage Learning Now today's managers can prepare to successfully oversee and understand information systems with Reynold's INFORMATION TECHNOLOGY FOR MANAGERS, 2E. This practical, insightful book prepares current and future managers to understand the critical business implications of information technology. A wealth of actual contemporary examples demonstrate how successful managers can apply information technology to improve their organizations. A new chapter on IT security, hands-on scenarios and practical cases give readers an opportunity to apply what they're learning. This edition's solid framework helps define the manager's important role in information technology and in working effectively with all members of the organization to achieve results. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

INFORMATION TECHNOLOGY PROJECT MANAGEMENT

Cengage Learning Readers discover exciting opportunities and challenges in technology today with Schwalbe's INFORMATION TECHNOLOGY PROJECT MANAGEMENT, 8E. This unique book demonstrates principles distinctive to managing information technology (IT). No book offers more insights and tools for IT project management success, including updates that reflect the latest PMBOK Guide. This edition weaves theory with successful practices for an integrated focus on the concepts, tools, and techniques that are most effective today. This is the only text to apply all 10 project management knowledge areas to IT projects. Readers master skills in project integration, scope, time, cost, quality, human resource, communications, risk, procurement, and stakeholder management as well as all five process groups -- initiating, planning, executing, monitoring and controlling, and closing. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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.

HIGHWAY MATERIALS, SOILS, AND CONCRETES

Pearson College Division This clear, concise text provides a user-friendly introduction to the most current civil engineering and highway construction materials. It covers the essentials of highway construction technology without getting bogged down with

complicated mathematics, excess theory, or difficult language. Topics covered in this book include soils, aggregates, pavement structure and base, asphalt pavements and materials, and Portland Cement Concrete, as well as Stone Matrix Asphalt, admixtures, and whitetopping.For civil engineers, those in highway construction, construction materials dealers, and soil mechanics.

THE PRACTICALLY CHEATING STATISTICS HANDBOOK

CreateSpace "The Simplest way to ace Statistics." Are you taking a statistics class right now or very soon? I struggled with statistics even while I got my master's degree in math, and after teaching statistics myself, I know why: statistics books and websites suck! They are written by people who "get" math, not for people like us! I wrote the Practically Cheating Statistics Handbook so you don't have to struggle anymore. I've been giving my own students this material since I started teaching, and the students who use it never fail, and their average grade is one or two letter grades higher than other students in the same class.

THE FAST FORWARD MBA IN PROJECT MANAGEMENT

John Wiley & Sons The all-inclusive guide to exceptional project management The Fast Forward MBA in Project Management is the comprehensive guide to real-world project management methods, tools, and techniques. Practical, easy-to-use, and deeply thorough, this book gives you answers you need now. You'll find the cutting-edge ideas and hard-won wisdom of one of the field's leading experts, delivered in short, lively segments that address common management issues. Brief descriptions of important concepts, tips on real-world applications, and compact case studies illustrate the most sought-after skills and the pitfalls you should watch out for. This new fifth edition features new case studies, new information on engaging stakeholders, change management, new guidance on using Agile techniques, and new content that integrates current events and trends in the project management sphere. Project management is a complex role, with seemingly conflicting demands that must be coordinated into a single, overarching, executable strategy — all within certain time, resource, and budget constraints. This book shows you how to get it all together and get it done, with expert guidance every step of the way. Navigate complex management issues effectively Master key concepts and real-world applications Learn from case studies of today's leading experts Keep your project on track, on time, and on budget From finding the right sponsor to clarifying objectives to setting a realistic schedule and budget projection, all across different departments, executive levels, or technical domains, project management incorporates a wide range of competencies. The Fast Forward MBA in Project Management shows you what you need to know, the best way to do it, and what to watch out for along the way.

MANAGING INFORMATION TECHNOLOGY PROJECTS

Information is traveling faster and being shared by more individuals than ever before. Managing Information Technology Projects, REVISED 6E, International Edition offers the "behind-the-scene" aspect of technology. Although project management has been an established field for many years, managing information technology requires ideas and information that go beyond standard project management. By weaving together theory and practice, this text presents an understandable, integrated view of the many concepts skills, tools, and techniques involved in project management. Because the project management field and the technology industry change rapidly, you cannot assume that what worked even five years ago is still the best approach today. This text provides up-to-date information on how good project management and effective use of software can help you manage projects, especially information technology projects.Managing Information Technology Projects, REVISED 6E, International Edition is still the only textbook to apply all nine project management knowledge areas: project integration, scope, time, cost, quality, human resource, communications, risk, and procurement management. Also all five process groups: initiating, planning, executing, monitoring and controlling, and closing to information technology projects.

10 STEPS TO SUCCESSFUL PROJECT MANAGEMENT

American Society for Training and Development Project management is not easy—it is a complicated, multilayered matter, whether you manage projects for your entire company, for a department or just your own projects. And using a management software program isn't enough, as many project managers painfully learn. This book takes you through 10 steps that, if you follow them correctly, will lead to successful project management.

THE STANDARD FOR PORTFOLIO MANAGEMENT

Project Management Inst Presents an introduction to the processes of portfolio management, discussing how to identify business goals, develop strategy, evaluate environmental and risk factors and successfully complete project objectives. Original.

MANAGEMENT INFORMATION SYSTEMS, 4TH EDITION

Wiley Global Education The 4th Edition of Management Information Systems promotes active learning like no other text in the market. Each chapter is comprised of tightly coupled concepts and section-level student activities that transport your students from passively learning about IS to doing IS in a realistic context.

PROJECT QUALITY MANAGEMENT

WHY, WHAT AND HOW

J Ross Pub Quality has been a much mentioned but little employed component on projects. Other books, tools, and even many training courses on the market are still oriented toward the manufacturing domain, and provide little information of relevance to project managers who work with intellectual processes more than the action details of production. So where have project managers been going for guidance on integrating the quality demanded in project implementations for achieving success? Right here! Project Quality Management, recipient of the 2006 PMI® David I. Cleland Project Management Literature Award in its first edition, offered project managers a specific, succinct, step-by-step project quality management process found nowhere else. It has now been updated and enhanced to also meet the needs of trainers, college instructors, and their students! Project Quality Management: Why, What and How, Second Edition demonstrates how to implement the general methods defined in A Guide to the Project Management Body of Knowledge—Fifth Edition (PMBOK® Guide) and augments those methods with more detailed, hands-on procedures that have been proven through actual practice. This edition presents case examples that illuminate the theory of quality planning, assurance, and control with real-world narratives, including situational analysis and lessons learned. It also provides course discussion points and practical exercises at the end of each chapter. This book offers practical exercises relevant to many project domains, which will help readers gain experience using the tools and techniques of this project quality management process before applying them to their own project work. Course instructor material is also now available. Key Features • Provides a Wheel of Quality that codifies in one complete image the contributing elements of contemporary project quality management • Establishes a quality tool — the pillar diagram — that provides the needed capability to identify root causes of undesirable effects • Supplies quality processes attuned to project scope specifications used to ensure a quality product and quality processes and to help maintain cost and schedule constraints to ensure a quality project • Provides techniques and tools organized and explained according to their application within this quality process that can be applied immediately to improve project implementation and customer satisfaction in any project context • Candidly examines organization aspects that may hinder quality in spite of knowledge and best intentions • Presents "off-line" treatment of the related topics of project training, leadership, and organization change in appendices • WAV offers numerous downloadable tools for planning project quality, collecting and understanding data, comprehending and analyzing processes, and problem solving, as well as instruction materials for use in college and professional courses on the topic — available from the Web Added Value™ Download Resource Center at www.jrosspub.com/wav

SPORT NUTRITION-3RD EDITION

Human Kinetics Sport Nutrition, Third Edition, uses a physiological basis to provide an in-depth look at the science supporting nutrition recommendations. Students will come away with an understanding of nutrition as it relates to sport and the influence of nutrition on performance, training, and recovery.

ELECTRONIC COMMERCE

Cengage Learning Packed with real-world examples and business cases, ELECTRONIC COMMERCE, 11E continues to lead the market with its cutting-edge coverage of all things e-commerce. Comprehensive coverage of emerging online business strategies, up-to-the-minute technologies, and the latest developments from the field equips readers with a solid understanding of the dynamics of this fast-paced industry. The new edition offers thorough discussions of e-commerce growth in China and the developing world, social media and online marketing strategies, technology-enabled outsourcing, online payment processing systems, and much more. In addition, Business Case Approaches and Learning From Failure boxes highlight the experiences of actual companies to illustrate real-world practice in action. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

BUILDING SKILLS FOR THE TOEFL TEST

Addison Wesley Longman ELT Division (a Pearson Education Company) This edition has been revised to reflect changes to the TOEFL test. The book teaches the skills and exam techniques required by students preparing to take the TOEFL and includes material for the Test of Written English. Two practice tests are included, as well timed practice exercises throughout. Additionally, TOEFL Tactics pages provides useful hints on developing language skills, using the practice material and taking the examination itself.

PROJECT MANAGEMENT IN PRACTICE

John Wiley & Sons Project Management in Practice, 4th Edition focuses on the technical aspects of project management that are directly related to practice.

THE HANDBOOK OF MEDICINAL CHEMISTRY

PRINCIPLES AND PRACTICE

Royal Society of Chemistry Developed to provide a comprehensive guide, the Handbook of Medicinal Chemistry has been revised and brought up to date to cover the past, present and future of the entire drug development process.

MICROSOFT PROJECT 2016 STEP BY STEP

The quick way to learn Microsoft Project 2016! This is learning made easy. Get more done quickly with Project 2016. Jump in wherever you need answers-brisk lessons and colorful screenshots show you exactly what to do, step by step. Quickly start a new plan, build task lists, and assign resources Share your plan and track your progress Capture and fine-tune work and cost details Use Gantt charts and other views and reports to visualize project schedules Share resources across multiple plans and consolidate projects Master project management best practices while you learn Project Look up just the tasks and lessons you need