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Project Managing E-Learning

To support the broadening spectrum of project delivery approaches, PMI is offering 'A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Sixth Edition' as a bundle with its latest, the Agile Practice Guide. The PMBOK® Guide – Sixth Edition now contains detailed information about agile; while the Agile Practice Guide, created in partnership with Agile Alliance®, serves as a bridge to connect waterfall and agile. Together they are a powerful tool for project managers. The PMBOK® Guide – Sixth Edition – PMI's flagship publication has been updated to reflect the latest good practices in project management. New to the Sixth Edition, each knowledge area will contain a section entitled Approaches for Agile, Iterative and Adaptive Environments, describing how these practices integrate in project settings. It will also contain more emphasis on strategic and business knowledge—including discussion of project management business documents—and information on the PMI Talent Triangle® and the essential skills for success in today's market. Agile Practice Guide has been developed as a resource to understand, evaluate, and use agile and hybrid agile approaches. This practice guide provides guidance on when, where, and how to apply agile approaches and provides practical tools for practitioners and organizations wanting to increase agility. This practice guide is aligned with other PMI standards, including A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Sixth Edition, and
was developed as the result of collaboration between the Project Management Institute and the Agile Alliance.

**Project Management Communications Bible**

An informative introduction for those considering a career in project management. *Project Management JumpStart* offers a clear, practical introduction to the complex world of project management, with an entertaining approach based on real-world application. Fully revised to align with a Guide to the Project Management Body of Knowledge –PMBOK Guide©, 6th edition, this book provides an overview of the field followed by an exploration of current best practices. The practical focus facilitates retention by directly linking critical concepts to your everyday work, while the close adherence to PMBOK guidelines makes this book the perfect starting point for those considering certification to earn either PMP or CompTIA Project+ credentials. Project management is a top-five, in-demand skill in today’s workplace, and the demand has spread far beyond IT to encompass nearly every industry; any organization that produces goods or services, whether for profit or not, has a vested interest in ensuring that projects are completed on time, on budget, and to the satisfaction of the client—this is the heart of the project management function. Let Kim Heldman, bestselling author of PMP Study Guide and CompTIA Project+ Study Guide, walk you through the basic principles and practices to help you build a strong foundation for further training. Understand current project management methods and practices Explore project management from a practical perspective Delve into illustrative examples that clarify complex issues Test your understanding with challenging study questions

Trillions of dollars are invested in various projects around the world each year, and companies have learned that investing in qualified project management professionals pays off in every aspect of the operation. If you’re considering a career in project management, *Project Management JumpStart* provides an excellent introduction to the field and clear direction for your next steps.

**The Unwritten Rules of Managing Up**

An exciting examination of the entire history of the Carolingian 'dynasty' in western Europe. The author shows the whole period to be one of immense political, religious, cultural and intellectual dynamism; not only did it lay the foundations of the governmental and administrative institutions of Europe and the organisation of the Church, but it also securely established the intellectual and cultural traditions which were to dominate western Christendom for centuries to come.

**Implementing EITI for Impact**

A thorough update to the industry standard for designing, developing, and deploying data warehouse and business intelligence systems. The world of data warehousing has changed remarkably since the first edition of *The Data Warehouse Lifecycle Toolkit* was published in 1998. In that time, the data warehouse industry has reached full maturity and acceptance, hardware and software have made staggering advances, and the techniques promoted in the premiere edition of this book have been adopted by nearly all data warehouse
vendors and practitioners. In addition, the term "business intelligence" emerged to reflect the mission of the data warehouse: wrangling the data out of source systems, cleaning it, and delivering it to add value to the business. Ralph Kimball and his colleagues have refined the original set of Lifecycle methods and techniques based on their consulting and training experience. The authors understand first-hand that a data warehousing/business intelligence (DW/BI) system needs to change as fast as its surrounding organization evolves. To that end, they walk you through the detailed steps of designing, developing, and deploying a DW/BI system. You'll learn to create adaptable systems that deliver data and analyses to business users so they can make better business decisions.

**Defining IT Success Through The Service Catalog**

Innovation and project management formation are best accomplished in the early stage of a project. The project charter is important to the success of a project, transforming agreements and facts into a documented project management approach. This output begins to organize and document a project's need and expected outcomes at the beginning of the project management process and provides a foundation on which to base project decisions. This paper evaluates the completeness and effectiveness of a project charter template as a project management tool. In addition, a project charter is developed for an information system development project initiated by a hospital-based clinical laboratory, addressing the problem of a complete lack of a repeatable project management process within an entity whose adaptation of formal project management methods is immature. A section-by-section assessment of the justification for inclusion in the Tryon and Associates Project Charter (Tryon and Associates, 1998) adopted by St. John Medical Center in Tulsa, Oklahoma USA, based upon a review of project management literature, is accomplished. In addition, a working project charter for use in the planning phase of one of Regional Medical Laboratory's (RML) current information system development projects-RML Turnaround Time System-is constructed and evaluated. This study of project charter components, combined with the development of a formal planning document for an authentic project in progress, provides an opportunity to introduce, validate, and integrate the concept of a formalized project initiation process.

**The Portable MBA in Project Management**

**Understanding Project Management, Second Edition**

What do you do when the biggest threat to your project is your boss? It's not that your boss is out to get you. In fact, bosses generally mean well. But clueless leadership from a well-intentioned boss can sometimes cause more damage than a criminal mastermind tying your project to the railroad tracks. The Unwritten Rules of Managing Up provides refreshingly practical and candid insight into the best practices and techniques that project managers have successfully used for decades to manage a wide variety of senior-level stakeholders—ranging from perfectly competent and pleasant to downright dysfunctional and inept. While managing up is an incredibly valuable skill for virtually any type of boss (not just
the difficult ones), the book includes recommendations for managing six particularly challenging—and common—types of senior leaders. They are the bombastic Tornado, who takes over meetings without realizing it; the Wishful Thinker, who regularly asks the impossible; the Clueless Chameleon, who can't quite decide what he or she really wants (but still holds you responsible for delivering it); the MIA Boss, who is just not around enough; the Meddlesome Micromanager, who hovers and insists you complete a task his or her way; and the Naked Emperor, who falls in love with his or her own crazy ideas. Brownlee also offers basic techniques to use with any boss, even a great one. This book is not just for professionals seeking to enhance their workplace effectiveness but also for senior leaders interested in addressing their blind spots and coaching others toward a more collaborative, results-focused leadership approach.

Acts of Malcolm IV (1153-1165)

In the second edition of Understanding Project Management, skilled expert Dave C. Barrett offers a well-updated, practical real-world guide for current and aspiring project managers. Using concise and approachable language, the second edition features new concept illustrations, a greater consistency with the Project Management Body of Knowledge terminology, and additional case studies in the updated instructor resources. Taking the reader through an ongoing case study from initiation to completion, the text reinforces the importance of managing key aspects of a project, including its scope, quality, schedule, and budget, and explores the less tangible challenges that can often derail a project or lead to its success. This newly updated edition offers authentic project management documents produced alongside the project case study and equips readers with a solid understanding of why specific processes are used, why certain decisions are made, and how pieces of project management fit together. Suitable for any discipline or industry, Understanding Project Management, Second Edition, promises to be an engaging and worthwhile read. FEATURES: - Additional key terms, illustrations, practical examples, and references to the Project Management Body of Knowledge, Sixth Edition - Readers follow an ongoing case study, gaining insight into the thought processes and resulting actions of a project manager, including the creation of project documents - Robust instructor resources include new case studies that can be used for in-class activities and case study extensions of additional situations and problems to discuss with students

The Program Management Office Advantage

The Acts of Malcolm IV (1153-1165)

The Data Warehouse Lifecycle Toolkit

MEET YOUR GOALS—ON TIME AND ON BUDGET. How do you rein in the scope of your project when you've got a group of demanding stakeholders breathing down your neck? And map out a schedule everyone can stick to? And motivate team members who have competing demands on their time and attention? Whether you're managing your first project or just tired of improvising, this guide will give you the tools and confidence you need to define smart goals, meet them, and
capture lessons learned so future projects go even more smoothly. The HBR Guide to Project Management will help you: Build a strong, focused team Break major objectives into manageable tasks Create a schedule that keeps all the moving parts under control Monitor progress toward your goals Manage stakeholders’ expectations Wrap up your project and gauge its success

**Essential Documents in the History of American Higher Education**

The Portable MBA in Project Management covers the most pressing topics in project management and features all the leading thinkers in the field. While most project management books address only the techniques for managing individual projects, The Portable MBA in Project Management widens the scope to include insights for managing project-based organizations. In doing so, this comprehensive volume will help managers combine the power of individual project successes to drive the organization to new levels of productivity and customer responsiveness. Eric Verzuh, best selling author of The Fast Forward MBA in Project Management, brings together the leading lights of project management in this volume, including Robert G. Cooper, Randall Englund, Jack Meredith and Neil Whitten. In addition to his role as editor, Verzuh draws on his own expertise to address how and why project management is a strategic strength, how to integrate project management into your enterprise, and several other topics for which he is well-known. Together they effectively address the full spectrum of the issues in project management today.

**Bringing the PMBOK Guide to Life**

*Bradford School Bus Transit, Inc. V. Chicago Transit Authority*

The most comprehensive PMP Exam study package on the market Prepare for the demanding PMP certification exam with this Deluxe Edition of our PMP: Project Management Professional Exam Study Guide, Fourth Edition. Featuring a bonus workbook with over 200 extra pages of exercises, this edition also includes six practice exams, over two hours of audio on CD to help you review, additional coverage for the CAPM (Certified Associate in Project Management) exam, and much more. Full coverage of all exam objectives in a systematic approach, so you can be confident you're getting the instruction you need for the exam Bonus workbook section with over 200 pages of exercises to help you master essential charting and diagramming skills Practical hands-on exercises to reinforce critical skills Real-world scenarios that put what you've learned in the context of actual job roles Challenging review questions in each chapter to prepare you for exam day Exam Essentials, a key feature in each chapter that identifies critical areas you must become proficient in before taking the exam A handy tear card that maps every official exam objective to the corresponding chapter in the book, so you can track your exam prep objective by objective Featured on the CD SYBEX TEST ENGINE: Test your knowledge with advanced testing software. Includes all chapter review questions and bonus exams. ELECTRONIC FLASHCARDS: Reinforce your understanding with flashcards that can run on your PC, Pocket PC, or Palm handheld. AUDIO INSTRUCTION: Fine-tune your project management skills with more than two hours of audio instruction from author Kim Heldman. Also on the
CD, you'll find the entire book in searchable and printable PDF. Study anywhere, any time, and approach the exam with confidence.

**GUIDEBOOK TO COLORADO CHARTER SCHOOLS: KEY ISSUES FOR START-UP AND IMPLEMENTATION OF CHARTER SCHOOLS--SAMPLE DOCUMENTS INCLUDED ED436837**

From enterprise vision and mission to business requirements to project initiation and management to operations, this practical guide explains each of the basic elements needed for project success and integrates them into a balanced life-cycle continuum. It includes a decision tree for determining the most appropriate level of project documentation, describes an integrated risk management and escalation policy, and contains more than two dozen templates and completed samples of key project management tools, such as a comprehensive statement of work template. The author offers a color version of the book.

**HBR Guide to Project Management (HBR Guide Series)**

Asking tough questions about the current state of project management, The 12 Pillars of Project Excellence: A Lean Approach to Improving Project Results provides groundbreaking techniques to achieve excellence in project leadership that can result in six sigma type results or failure-free projects. It unveils novel solutions and breakthrough concepts—including project culture analysis, the five powers of project leadership, the power of visualization™, the science of simplicity™, dynamic risk leadership, and dynamic project failures analysis—to help you chart the most efficient path to the pinnacle of project leadership. Winner of a 2013 Axiom Business Book Award The author provides the cutting-edge methods based on decades of personal practical experience, valuable lessons learned, and authoritative insights gained from leading over 300 projects to successful conclusions. Complete with powerful tools for organizational- and self-assessment on the accompanying CD, this book will not only transform your approach to project management, but will also provide you with the tools to develop effective leaders and consistently achieve exceptional business results. Some Praise for the Book: a highly pragmatic guide to project management. lays out the way of thinking that underpins success a book that everyone could benefit from. —Mikel J. Harry, Ph.D., co-creator of Six Sigma provides the most significant contribution for leaders to mitigate project risks, assure sustainable growth, and guarantee survival . —Carlos Alberto Briganti, general manager of Eaton Europe and Japan, 2001-2003; vice president of Eaton South America 2004-2007 one of the BEST books I have ever read on project leadership. —John Salazar, CIO Department of Work Force Solutions; former CIO of Department of Taxation & Revenue, State of New Mexico a comprehensive guide that will assist any business leader within an organization to consistently achieve excellent business results! A ‘must buy’—get it now! —Billy Billimoria, director, customer applications, BAE Systems; program director, Lockheed Martin; project engineer, Space Shuttle and Support Equipment Design

**SharePoint for Project Management**
The Service Catalog is a fundamental IT tool covering the services themselves, default capabilities, measures and primary means of access and provision. In short, it represents the value IT provides to facilitate business operations. Written by industry experts and using real case studies, this valuable title takes the reader beyond the theoretical to focus on the real business benefits of Service Catalogs and how to implement them successfully within an organization: Services are made standard and rational, leading to lower costs and increased service availability. Standard service products enable forecasting of demand, leading to better volume discounts from vendors and improved inventory and capacity planning. Controls over consumption of services are enhanced. The fulfillment of IT services is improved with the catalog. Standardization of services leads to recurrent workflows, rather than relatively expensive one-off projects.

A Short Course in International Trade Documentation


Assess your readiness for the updated PMP Exam—and quickly identify where you need to focus and practice. This practical, streamlined guide walks you through each exam task, providing "need to know" checklists, review questions, tips, and links to further study—all designed to help bolster your preparation. Reinforce your exam prep with a Rapid Review of these tasks: Initiating the project, Planning the project, Executing the project, Monitoring and controlling the project, Closing the project. This book is an ideal complement to the in-depth training of the Microsoft Press Training Kit and other exam-prep resources for the PMP Exam aligned with the Guide to the Project Management Body of Knowledge (PMBOK Guide), Fifth Edition.

The Partnership Charter

In The Partnership Charter, psychologist and business mediation expert David Gage offers a comprehensive guide to the art of establishing and maintaining a business partnership. The centerpiece of his approach is the Partnership Charter, a document that clearly outlines the goals, expectations, responsibilities, and relationships of the principals. The charter identifies potential sources of conflict and how they will be resolved, while addressing such sensitive issues as personal styles, values, money, and power. Illustrating every principle through engaging stories drawn from Gage's front-line experience consulting to business partners, as well as interviews with the founding partners of such successful businesses as Progressive Insurance Company and Manpower, Inc., The Partnership Charter dispels common myths and presents a practical framework for launching, building, and sustaining a thriving business partnership.

The 12 Pillars of Project Excellence

Project Management for Healthcare Informatics
PMP Rapid Review

Human Capital Systems, Analytics, and Data Mining provides human capital professionals, researchers, and students with a comprehensive and portable guide to human capital systems, analytics and data mining. The main purpose of this book is to provide a rich tool set of methods and tutorials for Human Capital Management Systems (HCMS) database modeling, analytics, interactive dashboards, and data mining that is independent of any human capital software vendor offerings and is equally usable and portable among both commercial and internally developed HCMS. The book begins with an overview of HCMS, including coverage of human resource systems history and current HCMS Computing Environments. It next explores relational and dimensional database management concepts and principles. HCMS Instructional databases developed by the Author for use in Graduate Level HCMS and Compensation Courses are used for database modeling and dashboard design exercises. Exciting knowledge discovery and research Tutorials and Exercises using Online Analytical Processing (OLAP) and data mining tools through replication of actual original pay equity research by the author are included. New findings concerning Gender Based Pay Equity Research through the lens Comparable Worth and Occupational Mobility are covered extensively in Human Capital Metrics, Analytics and Data Mining Chapters.

Reports and Documents

Already a best practice for the majority of Fortune 500 companies, Program Management Office (PMO) is being embraced by large and small organizations eager to efficiently manage all their projects. This helpful guide introduces readers to the business reasons for having a centralized project department and explains the PMO’s functions and how to set up and run a PMO. Readers will find detailed information on selecting projects, conducting project health checks, providing program management training to the organization, creating and implementing a standardized program management process, and monitoring and controlling the overall status of all current projects. The book includes key definitions as well as sample forms readers can use in completing administrative tasks and producing reports. This book is an indispensable introduction to this important and powerful trend in project management.

Enterprise Project Management

HCPro is pleased to introduce Effective Peer Review: A Practical Guide to Contemporary Design, Second Edition, authored by The Greeley Company experts, Robert J. Marder, MD and Mark A. Smith, MD, MBA, FACS. Completely updated to help you: * Comply with The Joint Commission's 2007 standards * Deliver focused and ongoing professional practice evaluations * Evaluate physician core competencies * And much more Peer review continues to rate as a top problematic issue and one you can't ignore. The pressure is driven by publicly available national data, The Joint Commission's 2007 standards expanding measurement of physician competence, and hospital boards' need to be assured that the peer review process is functioning effectively. Learn how to go beyond just satisfying a
regulatory requirement to performing peer review that fosters true improvement within your facility. Although hospitals go through the motions of peer review, they are often unable to make it a meaningful process—one that results in true improvement in physician performance and meets The Joint Commission's standards. Transform your peer review process and meet external requirements with Effective Peer Review: A Practical Guide to Contemporary Design, Second Edition. Get best practices to make peer review worthwhile. Newly updated and in high demand, Effective Peer Review, Second Edition, outlines and provides advice about how to do physician peer review effectively. Authored by experts from The Greeley Company, this book and CD-ROM goes beyond just reviewing the Joint Commission standards. It puts the standards in context by emphasizing best practices you can implement in your peer review process. Plus, you'll receive thorough discussion about data analysis and collection, along with peer review scoring and rating systems. Critical information at your fingertips. Offering step-by-step guidance to peer review, this book and CD-ROM will help you:

* Streamline your exist

Federal Register

What emerges is a complex and nuanced collection that reflects the richness of more than three centuries of American higher education.

A Standard for Enterprise Project Management

Through its use of real clinical examples, this book provides an explanation of the project management process tailored for nurses. It first describes, in detail, the project management process along with its relationship to the phases of the project life cycle. Coverage includes the tools available to successfully complete each phase of the project management process and advance the project life cycle. With the aid of case studies and project examples, the book then examines how to apply these principles in the day-to-day work of the nurse, whether manager, staff nurse, educator, researcher, or informatician.

Project Management Communication Tools

A field manual on contextualizing cyber threats, vulnerabilities, and risks to connected cars through penetration testing and risk assessment. Hacking Connected Cars deconstructs the tactics, techniques, and procedures (TTPs) used to hack into connected cars and autonomous vehicles to help you identify and mitigate vulnerabilities affecting cyber-physical vehicles. Written by a veteran of risk management and penetration testing of IoT devices and connected cars, this book provides a detailed account of how to perform penetration testing, threat modeling, and risk assessments of telematics control units and infotainment systems. This book demonstrates how vulnerabilities in wireless networking, Bluetooth, and GSM can be exploited to affect confidentiality, integrity, and availability of connected cars. Passenger vehicles have experienced a massive increase in connectivity over the past five years, and the trend will only continue to grow with the expansion of The Internet of Things and increasing consumer demand for always-on connectivity. Manufacturers and OEMs need the ability to
push updates without requiring service visits, but this leaves the vehicle's systems open to attack. This book examines the issues in depth, providing cutting-edge preventative tactics that security practitioners, researchers, and vendors can use to keep connected cars safe without sacrificing connectivity. Perform penetration testing of infotainment systems and telematics control units through a step-by-step methodical guide. Analyze risk levels surrounding vulnerabilities and threats that impact confidentiality, integrity, and availability. Conduct penetration testing using the same tactics, techniques, and procedures used by hackers. From relatively small features such as automatic parallel parking, to completely autonomous self-driving cars—all connected systems are vulnerable to attack. As connectivity becomes a way of life, the need for security expertise for in-vehicle systems is becoming increasingly urgent. Hacking Connected Cars provides practical, comprehensive guidance for keeping these vehicles secure.

**Hacking Connected Cars**

"If you are a project manager looking for a technology-based, easily implemented, and usable solution for project communications, document management, and general project organization, this book is for you!"-Susan Weese, PgMP, President and Founder, Rhyming Planet

Most companies don't understand SharePoint's power, and use it simply to share documents or spreadsheets. This hands-on book demonstrates how SharePoint can also help you organize and manage complex projects. With SharePoint for Project Management, you'll not only understand how to apply common and practical project management concepts in SharePoint, you'll learn how to build a Project Management Information System (PMIS), customized to your project, that can efficiently coordinate communication and collaboration among team members. With this book, you will:

- Learn to apply key project management techniques by leveraging SharePoint as a PMIS
- Track a case study that illustrates the circumstances and processes of an effective SharePoint PMIS
- Appropriately define access permissions for project stakeholders and team members
- Centralize project documents and keep track of document history with version control
- Automate project reporting mechanisms and generate on-demand status reports
- Track project schedules, control changes, and manage project risks
- Integrate project management tools such as Excel, Microsoft Project, PowerPoint, and Outlook
- Each chapter includes activities that let you practice what you learn.

Most SharePoint books are either too introductory (for end users), or too technical (for system administrators). SharePoint for Project Management is just what project managers like you need to learn how to harness the organizational abilities of this powerful software.

**Enterprise Knowledge Portals**

**PMP Project Management Professional Exam Study Guide**

A Practical Guide to Project Management is a clear, concise tool for busy managers to help them plan, organize and execute projects. Written by an experienced and successful project manager, it offers insight into how to lead a group through a defined process and reach the desired goals. While the book focuses on the
corporate environment, the concepts presented are applicable to any project situation. Topics include goal definition, team structure, the importance of a Project Charter, developing a plan, establishing a budget, organizing and facilitating meetings, monitoring progress, project documentation, communication, staying on schedule, resolving conflict and evaluating the project when complete. The book includes document templates and a sample project. There are "games" that can be used to develop plans, suggestions on communicating meeting results without meeting minutes and methods to streamline project documentation. A Practical Guide to Project Management provides what managers need to complete initiative on time, on budget and with the desired results.

**Corporate Governance**

Insider Threat: Detection, Mitigation, Deterrence and Prevention presents a set of solutions to address the increase in cases of insider threat. This includes espionage, embezzlement, sabotage, fraud, intellectual property theft, and research and development theft from current or former employees. This book outlines a step-by-step path for developing an insider threat program within any organization, focusing on management and employee engagement, as well as ethical, legal, and privacy concerns. In addition, it includes tactics on how to collect, correlate, and visualize potential risk indicators into a seamless system for protecting an organization’s critical assets from malicious, complacent, and ignorant insiders. Insider Threat presents robust mitigation strategies that will interrupt the forward motion of a potential insider who intends to do harm to a company or its employees, as well as an understanding of supply chain risk and cyber security, as they relate to insider threat. Offers an ideal resource for executives and managers who want the latest information available on protecting their organization’s assets from this growing threat Shows how departments across an entire organization can bring disparate, but related, information together to promote the early identification of insider threats Provides an in-depth explanation of mitigating supply chain risk Outlines progressive approaches to cyber security

**A Practical Guide to Project Management**

**The Frankish Kingdoms Under the Carolingians 751-987**

Project Managing E-learning provides an essential framework, based on the globally accepted IPECC model, for planning, designing, delivering, managing and evaluating e-learning projects successfully. It focuses on practical, easy-to-understand methods and offers applications of project management principles in the real world. Illustrated by case studies of projects undertaken in business and academia it provides a step-by-step guide and highlights where projects typically fail. Each chapter begins with a definition and conceptualisation of the process, provides examples of how the process steps may vary dependent on organization or project size and discusses the typical problems organisations face when performing steps in the project management process. Covering all of the essentials as well as cutting-edge technology, it guides designers and managers through all stages of implementing and managing a project. Selected themes include: using
focus groups gaining sponsors risk management pedagogical considerations testing quality control how to know when trouble is imminent PM software systems podcasting. The practical framework and sound advice offered in Project Managing E-learning is essential reading for all those who want to successfully implement and manage high quality e-learning in both academic and corporate training settings on time and to budget.

**Effective Peer Review**

This is the first book to provide instruction on how to implement an EPM solution in an organization based on the Project Management Institute's standardized processes and how to configure the supporting tools from Microsoft products and solutions.

**Evaluation and Application of a Project Charter Template to Improve the Project Planning Process**

Project Management Communication Tools is the authoritative reference on one of the most important aspects of managing projects--project communications. Written with the project manager, stakeholder, and project team in mind, this resource provides the best practices, tips, tricks, and tools for successful project communications. This book covers: Communication Tools across all PMI Knowledge Areas and Processes Social Media and Project Management Agile Communication Tools Project Management Business IntelligenceUnderstand the right communication tools for each stage of a projectPMP Prep Questions (Communications questions only) Face to face communication Communication on virtual projects Preventing common communication problems And much more.

**Comptroller's Manual for Corporate Activities: Application and notices, applicant documents**

**Resources in Education**

Transform the PMBOK® Guide from a framework to a sharpened tool in your project manager's toolbox. In project management circles, it's often joked that "there's the right way, the wrong way, and the PMBOK® way" to manage projects. In truth, it's really about the methodology you choose. The PMBOK® Guide is a consensus-based standard that thousands of project management professionals find immensely valuable in the process of developing an effective methodology. But exactly how does a project manager take the information provided in the PMBOK® Guide and apply it most effectively and appropriately to an actual project environment? This book can be the answer. It is basically a "guide to the guide"—a road map to applying the tools of the PMBOK® Guide to your organization's or project's unique nature and requirements. Bringing the PMBOK® Guide to Life: A Companion for the Practicing Project Manager builds a bridge between the PMBOK® Guide and the common needs of today's practicing project managers. It explains and elaborates on specific techniques, terms, and the application of tools that will enable project managers to effectively adapt the principles and processes
described in the PMBOK® Guide to the practical world of project management. Readers will find suggested approaches for the use of project management tools and techniques along with templates developed directly from information provided in the PMBOK® Guide. Suggestions and study tips are also included to assist in preparing for the PMP exam, and a Project Plan Accelerator (PPA) can be used with the PMBOK® Guide by project managers and project teams to develop plans that are specifically tailored to meet the needs of your team, your clients, and your sponsoring organization. Written by two of the leading experts in the field, Bringing the PMBOK® to Life will help every project manager translate the PMBOK® Guide's tools and techniques into actionable, commonsense approaches to managing a project. (PMI, PMBOK, PMP, and Project Management Professional are registered marks of the Project Management Institute, Inc.)

Insider Threat

Walter Effross is a superb teacher and succeeds in making a sometimes dry subject interesting to students. Corporate Governance contrasts schools of thought, explaining the conflicts between such theories as contractarianism and communitarianism, and such emerging academic approaches as empiricism and behavioral economics. The text includes excerpts from only the most important sections of judicial decisions along with their relevant factual and procedural context. Extensive notes address the reactions to decisions from other courts, commentators, counsel, and executives. Dozens of examples ripped from the headlines, excerpted from actual corporate documents, and drawn from popular culture illustrate key principles and spark class discussions. More than one hundred suggestions for paper topics are especially useful for participants in research and writing seminars. An appendix categorizes and details more than eighty separate initiatives that shareholder activists and commentators have proposed. A wide range of excerpts from corporate documents and court decisions interpreting these materials help students translate the caselaw and learn drafting techniques. The Second Edition reflects legislative, regulatory, judicial, and Fortune 500 developments since mid-2009 as well as new examples from corporate documents, the Great Books, and popular culture. Detailed coverage of new and emerging topics includes discussion of the governance of nonprofit corporations, the emerging types of social enterprises such as benefit corporations, B corporations, and flexible purpose corporations; the board’s responsibility to rein in the cyber-risks raised by hackers, e-mails, Web sites, and social media; and the implications for directors, officers, and counsel of new research on avoiding common cognitive traps that compromise decision-making in situations of risk and uncertainty. The Second Edition explores governance changes wrought by the financial crisis and reform legislation; the responsible corporate officer doctrine, the honest services doctrine, and other theories of executive liability; issues raised by crowdfunding; and the consequences of the Citizens United decision removing limits on companies independent political expenditures. New appendices give detailed advice on identifying, developing, refining, and researching topics for articles and on using the publishing process to invigorate one’s professional network and career.

Project Management JumpStart
Far beyond simple data archives and streamlined access, enterprise knowledge portals represent the future of corporate information management. Seamlessly interweaving three essential principles -- people, content, and technology -- an effective portal is the ultimate roadmap to every conceivable permutation of the components in a business’s landscape. This prescient, authoritative book is a vital reference for anyone concerned with harvesting, creating, distributing, or analyzing company information. HR executives and IT professionals will learn not only how to create the atlas to their company’s universe but also how to define and assign the roles and responsibilities that will ensure long-term efficacy and relevance. Companies will have the ability to:* Build technology around knowledge requirements, not the other way around* Customize desktop access around individual requirements and workstyles* Make better decisions as a result of quick access to crucial information* Maximize speed, efficiency, accuracy, and flexibility of knowledge transfer.

**Human Capital Systems, Analytics, and Data Mining**

Oil, natural gas, and mineral deposits ("Extractive Resources") offer the potential to generate significant financial benefits and help countries fuel their economic growth and development, employment, business opportunities, and incomes, ultimately leading to a better life for the citizens of those countries through sustained poverty reduction and inclusive growth. Leveraging these Extractive Resources to attain such beneficial outcomes requires accountability and transparency in governance. The Extractive Industries Transparency Initiative (EITI) was launched in 2002 in an effort to improve public accountability of governments. It provides a pathway to better managed Extractive Resources that benefit the people of a country. EITI is a global standard designed to improve transparency in the sector by publication of reconciled payments by companies and revenues received by governments from oil, gas, and mining exploration and production operations. It helps to promote and support improved governance, especially in resource-rich countries. This handbook builds upon an earlier publication, “Implementing EITI: Applying Early Lessons from the Field” (Darby 2008), issued by the World Bank Oil, Gas and Mining unit (SEGOM) and the EITI Multi-donor Trust Fund. Using the Extractive Industries Value Chain as an analytical tool, this handbook holistically analyzes the importance of EITI to domestic economies, governance structures, and local populations, and suggests measures to leverage its potential to ensure inclusive growth and sustainable development. The basic purpose of this handbook is to provide: [] Guidance to stakeholders (including policymakers, industry, and civil society) in countries currently implementing, or seeking to implement, EITI; [] Guidance on the measures required to launch and implement EITI successfully; and [] Guidance to EITI implementing countries in "mainstreaming" EITI into the good-governance agenda by recommending global good-fit practices that build on the EITI standards and practices. EITI stakeholders and implementing countries will benefit greatly from this handbook.