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FEHDEF - TRUJILLO KASSANDRA

Current research indicates that approximately 70% of all organizational change initiatives fail. This includes mergers and acquisitions, introductions of new technologies, and changes in business processes. Leadership is critical in initiating, driving and sustaining change to produce business results, and executive coaching is the best way to support leaders at all levels. Coaching for Change introduces a model for executive coaching that provides the tools and resources to support leaders in driving organization change. In this book, a number of coaching and change models are explored with the goal of integrating them into a framework that can be applied to the individual, team or organization. Bennett and Bush explain the theories behind both coaching and change, and include practical sections on developing coaching skills. A companion website supports this book as a learning tool, featuring a curriculum, instructor guides, powerpoint presentations and more. Coaching for Change is a valuable book for students in coaching, change management or organizational development courses, as well as professionals who want to develop their skills to drive successful change within their organizations.

Millions of people use Microsoft Word every day and, chances are, you're one of them. Like most Word users, you've attained a certain level of proficiency--enough to get by, with a few extra tricks and tips--but don't get the opportunity to probe much further into the real power of Word. And Word is so rich in features that regardless of your level of expertise, there's always more to master. If you've ever wanted a quick answer to a nagging question or had the thought that there must be a better way, then this second edition of Word Pocket Guide is just what you need. Updated for Word 2003, this compact book covers Microsoft Word's keyboard shortcuts, user interface, commands, and tasks. Following an overview of fundamental Word concepts, the guide explains how to accomplish specific tasks, such as formatting, spelling, editing, printing, customizing, and more. It also pro-

vides reference tables so you can quickly zoom in on the information you need, like keyboard shortcuts, regular expressions, and common file locations. This handy little book makes a perfect quick reference when you want to complete tasks faster without having to plow through a thousand-page tutorial. Word Pocket Guide, Second Edition is ideal for those making the move to Word 2003. In addition, it covers Word 2002, 2000, and 97. The book includes: A brief explanation of how Word works behind the scenes An extensive guide section for common tasks as well as little-known solutions Reference tables for keyboard shortcuts, regular expressions, and common file locations If you're a Word power user, help desk staff, or anyone who wants to use advanced shortcuts or solve problems, Word Pocket Guide, Second Edition is a must-have.

Agile is a philosophy that ensures business results, especially in this rapidly changing world. The foundation for the focus on result is based on continuous improvement of customer satisfaction, Customer Excellence! The ideas originated in the world of software development, but is more widely applicable. This book is about applying Agile from team level to the level of the whole organization. It is the guide in the transformation to a structured Agile way of working and a reference for those who already are Agile and want to take it to the next step. The book provides a good foundation for the 'Certify to Inspire' program of the Agile Consortium with certification at the level of Agile Foundation, Practitioner and Master. This pocket guide is intended for anyone who is, or will get involved in the transformation to Agile. The book is particularly aimed at managers, team members and coaches. Topics covered: Agile at organization level; Agile (project) management, Scrum combined with PRINCE2®, measuring the transformation, coaching styles, Agile, Lean and continuous improvement, distributed teams, directing self-organizing teams, Agile and governance, and of course the book contains many practical tips. The authors are Certified Agile Masters and their years of experience with Agile transformations are brought together in this book. The answers

to the many questions of managers, teams and others are also included in this book. The result is a convenient and practical overview of the Agile approach from team-level up to organizational level as well as the main issues that you encounter in the transformation to an agile organization.

With its easy accessibility, low cost, and ability to deliver, essential bedside information about the cardiac structure and function, echocardiography has become one of the most relied-upon diagnostic tools in clinical medicine. As a result, more clinicians than ever before must be able to accurately interpret echocardiographic information in order to administer appropriate treatment. Based on the authors' experience teaching echocardiography in busy clinical settings, this new pocketbook provides reliable guidance on everyday clinical cardiac ultrasound and the interpretation of echocardiographic images. It has been designed to help readers develop a stepwise approach to the interpretation of a standard transthoracic echocardiographic study and teach how to methodically gather and assemble the most important information from each of the standard echocardiographic views in order to generate a complete final report of the study performed. What's included: • A summary of TTE examination protocol and a comprehensive listing of useful formulas and normal values • Atrial and ventricular dimensions, LV and RV systolic function, LV diastolic patterns • Echocardiographic findings in the most commonly encountered cardiac diseases and disorders, including various cardiomyopathies, cardiac tamponade, constrictive pericarditis, valvular heart disease, pulmonary hypertension, infective endocarditis, and congenital heart disease • Companion website with video clips and over 70 self-assessment questions Packed with essential information and designed for quick look-up, this pocketbook will be of great assistance for anyone who works in busy clinical settings and who needs a ready and reliable guide to interpreting echocardiographic information to help deliver optimal patient care.

The XML Pocket Reference, 2nd Edition, is both a handy introduction to XML terminol-

ogy and syntax, and a quick reference to XML instructions, attributes, entities, and datatypes. The new edition introduces information on XSLT (Extensible Stylesheet Language Transformations) and Xpath.

The perfect guide to charting! The popular Davis's Notes format makes sure that you always have the information you need close at hand to ensure your documentation is not only complete and thorough, but also meets the highest ethical and legal standards. You'll even find coverage of the nuances that are relevant to various specialties, including pediatric, OB/GYN, psychiatric, and outpatient nursing.

SharePoint Office Pocket Guide is the quick path to sharing documents and building lists. Written specifically for users of Microsoft Word, Excel, and Outlook, it covers the ins and outs of SharePoint clearly and concisely. Within minutes, you'll understand how to: Create team sites, document libraries, and shared workspaces. Add web parts to create custom pages. Build searchable libraries of PDF files. Link local copies of Word and Excel files to SharePoint workspace copies. Reconcile changes from multiple authors. Review document history. Use the Explorer Views to drag-and-drop files into SharePoint quickly. Create data lists that look up values from other lists (look-up tables). Group, total, and filter list items using views. Use InfoPath form libraries to collect data. You get the how and why of the top tasks without the tedious menu-by-menu walkthroughs that take hundreds of pages but add little value. SharePoint Office Pocket Guide also includes a guide to online resources that expand your knowledge of specific topics.

Pocket Guide to Gene Level Diagnostics in Clinical Practice is an abbreviated, pocket-size, quick-reference guide that provides a point-by-point synopsis of the vast wealth of information contained in CRC Handbook of Gene Level Diagnostics in Clinical Practice. All sections and subsections in the Pocket Guide are cross-referenced to corresponding pages in the Handbook. The book works well on its own as a quick reference, but also can be used in conjunction with the larger Handbook for detailed coverage and references to specific information. Pocket Guide to Gene Level Diagnostics in Clinical Practice also includes extensive supplements featuring material not included in the Handbook. These are intended to provide an up-dated, practical source of information useful to anyone involved in molecular diagnostic research and/or service. Supplements are cross-referenced to the main text of the Pocket Guide, that complement and enhance the material covered. Pocket Guide to Gene Level Diagnostics in Clinical Practice will

be a handy reference for professionals and students in pathology, biotechnology, biology, and medicine.

The official book on the Rust programming language, written by the Rust development team at the Mozilla Foundation, fully updated for Rust 2018. The Rust Programming Language is the official book on Rust: an open source systems programming language that helps you write faster, more reliable software. Rust offers control over low-level details (such as memory usage) in combination with high-level ergonomics, eliminating the hassle traditionally associated with low-level languages. The authors of The Rust Programming Language, members of the Rust Core Team, share their knowledge and experience to show you how to take full advantage of Rust's features--from installation to creating robust and scalable programs. You'll begin with basics like creating functions, choosing data types, and binding variables and then move on to more advanced concepts, such as: Ownership and borrowing, lifetimes, and traits Using Rust's memory safety guarantees to build fast, safe programs Testing, error handling, and effective refactoring Generics, smart pointers, multithreading, trait objects, and advanced pattern matching Using Cargo, Rust's built-in package manager, to build, test, and document your code and manage dependencies How best to use Rust's advanced compiler with compiler-led programming techniques You'll find plenty of code examples throughout the book, as well as three chapters dedicated to building complete projects to test your learning: a number guessing game, a Rust implementation of a command line tool, and a multithreaded server. New to this edition: An extended section on Rust macros, an expanded chapter on modules, and appendixes on Rust development tools and editions.

"At last! Product-based assessments designed for secondary students! Here's all you need to make literature response engaging, fun, and thoughtful! Twelve comprehensive project ideas, step-by-step directions, templates, photos, and assessment rubrics give middle and high school teachers a ready-to-go resource for creating Amazing Hands-on Literature Projects for Secondary Students. By applying core standards and different levels of critical thinking to assignments, you'll create learners who read, analyze, and synthesize while using multiple intelligences and different forms of writing to comprehend and respond to text. From assignment design to project grading, author and high school English teacher Deirdre Godin

keeps student choice and differentiated instruction at the core to engage learners like never before. Included CD provides reproducible and color photos for all projects."

Get the concise information you need to start using OS X Mountain Lion, the latest version of the Mac operating system. This handy guide goes right to the heart of the OS, with details on system preferences, built-in applications, utilities, and other features. Once you're familiar with the fundamentals, use this book as a resource for problem-solving on the fly. You get configuration tips, lots of step-by-step instructions, guides for troubleshooting, and other advice—all in an easy-to-read format. Learn what's new, including improved iCloud integration and other iPad-inspired features Discover how working with multiple devices is easier and more streamlined with Mountain Lion Get a guide to the Finder, Dock, user accounts, and other essentials Use Mountain Lion's system preferences to customize your Mac Take advantage of OS X applications, such as FaceTime and Time Machine Manage passwords and secure your data Work more efficiently with a complete list of keyboard shortcuts

Adobe Photoshop Elements 8 marries sophisticated capabilities with a user-friendly interface. That's why it's a good choice for just about anyone who wants to enhance and improve their photos. This pocket guide offers a quick introduction to Elements 8 and acts as a handy reference. Both Mac and Windows versions are covered along with new features such as People Recognition, Auto-Analyzer, any-size photo recomposition, one-step color and lighting adjustments, multiple computer photo library synchronization, and more. Other sections include common editing tasks, quick fixes, managing images in Organizer (Windows) and Bridge (Mac), and saving and sharing photos.

This Pocket Guide provides a concise introduction to the IT4IT Reference Architecture, Version 2.0, an Open Group Standard. The IT4IT standard provides a vendor-neutral, technology-agnostic, and industry-agnostic reference architecture for managing the business of IT, enabling insight for continuous improvement. This Pocket Guide is based on the IT4IT Reference Architecture Version 2.0. What's more, it's authoritative with material derived from the official IT4IT documentation and contributions from members of the IT4IT Forum. The audience for this Pocket Guide is: Individuals who require a basic understanding of the IT Value Chain and IT4IT Reference Architecture IT Profession-

als who are responsible for delivering services in a way that is flexible, traceable, and cost-effective IT Professionals / Practitioners who are focused on instrumenting the IT management landscape IT leaders who are concerned about their operating model Enterprise Architects who are responsible for IT business transformation-Topics covered include: An introduction to the IT4IT Reference Architecture, the structure of the IT4IT standard, and the positioning of the IT4IT standard in the standards landscape The IT Value Chain and IT4IT Reference Architecture concepts, including Value Streams The Strategy to Portfolio (S2P) Value Stream The Requirement to Deploy (R2D) Value Stream The Request to Fulfill (R2F) Value Stream The Detect to Correct (D2C) Value Stream A summary of the differences between the IT4IT Reference Architecture and ITIL

Change Management Pocket Guide: This pocket guide contains over thirty concepts, models, figures, assessments, tools, templates, checklists, plans, a roadmap and glossary structured around the ten-step a2B Change Management Framework®. About this Book: This pocket guide is a practical, hands-on guide built around the a2B Change Management Framework® (a2BCMF®) with over thirty models, tool and change concepts. It is designed to support change practitioners delivering hands-on organisational change. The pocket guide supports a programme approach to organisational change, starting with 'change definition' (strategy alignment) and moving through to 'closing and sustain' the change. The ten-step a2BCMF® is supported by over thirty concepts, a change adoption model, a behavioural change model, figures, assessments, tools, templates, checklists and plans, as well as a roadmap and glossary. It covers the key change management concepts such as sponsorship, communications, readiness, resistance and adoption. The assessments provide valuable input on whether the team should progress from one critical a2BCMF® step to the next. Other Leadership of Change® Volumes: Leadership of Change Volumes: The volumes in this series are intended to be leading practice in organisational change management and implementation, which supports strategy execution. Volume 1 - Change Management Fables Volume 3 - a2B Change Management Handbook Change Management Fables: Ten fables about the leadership paradox of implementing organisational change management versus delivering normal day-to-day operations. About this Book: Leaders go about their daily task of implementing the organisation's strategy to deliver financial results. All of a sudden

there is a change explosion that disrupts normal day-to-day operations. This is the leadership paradox: implementing change versus delivering day-to-day operations. Leaders then need to adjust their focus to implement the change, so that the organisation stays ahead of the competition and continues to deliver revenue to its shareholders **Change Management Handbook:** This handbook contains over fifty concepts, models, figures, assessments, tools, templates, checklists, plans, a roadmap and glossary structured around the ten-step a2B Change Management Framework® each with a practical case study. About this Book: This handbook is for growth mindset leaders, senior managers, students, HR professionals and change management practitioners who want to deliver organisational change while their organisation continues with day-to-day operations.

XSLT is an essential tool for converting XML into other kinds of documents: HTML, PDF file, and many others. It's a critical technology for XML-based platforms such as Microsoft .NET, Sun Microsystems' Sun One, as well as for most web browsers and authoring tools. As useful as XSLT is, however, most people have a difficult time getting used to its peculiar characteristics. The ability to use advanced techniques depends on a clear and exact understanding of how XSLT templates work and interact. The XSLT 1.0 Pocket Reference from O'Reilly wants to make sure you achieve that level of understanding. With its concise approach, this handy pocket guide quickly gets you up to speed on XSLT 1.0 so you can convert XML like a seasoned pro. In addition to covering the basics of stylesheet structure, it also explains how to: use template rules create a result tree apply conditional processing transform multiple source documents employ number formatting Thanks to their convenient, quick-reference format, O'Reilly's Pocket References spare you from having to hunt through larger books for answers. They deliver just what you need to get the job done in a timely fashion. And the XSLT 1.0 Pocket Reference is no different--it's the ideal companion to have at your desk when you need an answer fast.

JUnit, created by Kent Beck and Erich Gamma, is an open source framework for test-driven development in any Java-based code. JUnit automates unit testing and reduces the effort required to frequently test code while developing it. While there are lots of bits of documentation all over the place, there isn't a go-to manual that serves as a quick reference for JUnit. This Pocket Guide meets the need, bringing together all the bits of hard to remember in-

formation, syntax, and rules for working with JUnit, as well as delivering the insight and sage advice that can only come from a technology's creator. Any programmer who has written, or is writing, Java Code will find this book valuable. Specifically it will appeal to programmers and developers of any level that use JUnit to do their unit testing in test-driven development under agile methodologies such as Extreme Programming (XP) [another Beck creation].

This pocket guide is a practical book and provides compulsory reading material for anyone who wants to learn more about SqEME® process management, or intends using SqEME. It acts as an instructive guide, with directives and tips showing an efficient approach for structuring, mastering and improving processes; supported by real life case studies. This pocket guide explains the essentials of SqEME® process management. As a methodology, SqEME® views processes from four different perspectives known as 'windows'. The content of this title is broken down into these four 'windows': Constitution; Correspondence; Chemistry; Construction; The language and drawing conventions for SqEME are dealt with as key issues. SqEME® is an open standard for developing a processed-centred architecture of an enterprise. It may be reproduced freely by any organization wishing to use it to develop a governance structure on the quality of their business processes. SqEME® Process Management is a method that facilitates discussion of the design of the organization, in a subtle but unambiguous way. Processes have to hold a prominent place in observing organizations: how are the different parts of the organization tuned to each other and how does adequate communication take place? SqEME® as a methodology views processes from four different perspectives. SqEME® calls these 'windows', by means of which one seeks for the Constitution, Chemistry, Correspondence and Construction of the enterprise. SqEME® is the result of more than twenty years experience with the management of business processes within various organizations. SqEME® has been applied successfully in industry (chemistry, automotive, construction, paper), in the business sector (IT service, healthcare), in the non-profit sector, and in public companies such as the Prosecution Counsel, County Councils and local authorities. The SqEME® Foundation is a platform for discussing the method and its application, where insights into the basic assumptions and backgrounds are shared: www.sqeme.org.

Fast, accurate answers to all your business writing questions will be at your fingertips

when you put this handy, carry-it-anywhere resource to work for you. Packed with practical guidance and real-world examples, it helps you write better business documents in half the time; design proposals that get the results you want; generate e-mail that commands attention; use new technology with confidence; write with greater clarity and impact; avoid redundancy, stiff phrasing, and "bureaucratic" writing; make every word count; handle complex technical topics with ease; learn the fine art of sending bad news; avoid embarrassing mistakes in grammar and usage; organize formal documents for impact; use visuals to maximum effect; and choose the best formatting techniques.

Acts as a reference source for readers ranging from novice users to power users, providing information about concepts including how Outlook works, common tasks, time-saving tips, keyboard shortcuts, and file locations.

Packed with information, the "Excel Pocket Guide" is a compact reference that covers such basics as creating workbooks, entering data, printing, cell formatting, and spell checking.

This is your most concise, practical reference to deploying, configuring, and running SharePoint 2013. Perfect for admins at all levels, it covers both technical topics and business solutions. SharePoint MVP Ben Curry focuses on the crucial step-by-step information for performing day-to-day tasks quickly, reliably, and well. No obscure settings, abstract theory, or hype...just help you can really trust—and really use! Install SharePoint Server 2013
Configure farms and databases
Create and extend web applications
Set up and scale service applications
Deploy and manage sites/collections
Implement BI solutions
Integrate Excel Services and PowerPivot
Configure enterprise content types and metadata
Deploy Enterprise Search
Manage documents and web content
Brand your site
Deliver social tools, including microblogging
Back up and restore

The Complete Idiot's Pocket Guide to Word for Windows distills the most essential information from the original Idiot's Guide and presents it in a handy lightweight guide. Organized by task, the book provides a fast and easy refresher on how to start the program, create and edit a document, add a few fancy touches, save it, print it, and get on with your life.

Microsoft Word -- the ubiquitous word processing program we all know and love. So rich in features is Word, that regardless of your level of expertise, there's always more you can master. Whether you are a power user, help desk staff, or anyone who

wants to use advanced shortcuts or solve problems, you'll want to keep a copy of the Word Pocket Guide nearby. Packed with information, this compact guide is a useful, condensed tool that covers Microsoft Word's keyboard shortcuts, user interface, commands, and tasks. This handy little book is easy to use anywhere -- it's the perfect quick reference for all users who want to complete tasks faster without having to plow through a thousand-page tutorial. The Word Pocket Guide covers Word 2002, 2000, and 97. It includes: A brief explanation of how Word works behind the scenes
An extensive guide section for common tasks as well as little-known solutions
Reference tables for keyboard shortcuts, regular expressions, and common file locations
If you're new to Word, this book will get you up to speed quickly. If you consider yourself an advanced user, you'll be surprised and pleased with some of the new Word tricks this book will teach you.

This Pocket Guide provides a concise introduction to the IT4IT Reference Architecture, Version 2.1, an Open Group Standard. The IT4IT standard provides a vendor-neutral, technology-agnostic, and industry-agnostic reference architecture for managing the business of IT, enabling insight for continuous improvement. This Pocket Guide is based on the IT4IT Reference Architecture Version 2.1. What's more, it's authoritative with material derived from the official IT4IT documentation and contributions from members of the IT4IT Forum. The audience for this Pocket Guide is:

- Individuals who require a basic understanding of the IT Value Chain and IT4IT Reference Architecture
- IT Professionals who are responsible for delivering services in a way that is flexible, traceable, and cost-effective
- IT Professionals / Practitioners who are focused on instrumenting the IT management landscape
- IT leaders who are concerned about their operating model
- Enterprise Architects who are responsible for IT business transformation

Topics covered include:

- An introduction to the IT4IT Reference Architecture, the structure of the IT4IT standard, and the positioning of the IT4IT standard in the standards landscape
- The IT Value Chain and IT4IT Reference Architecture concepts, including ValueStreams
- The Strategy to Portfolio (S2P) Value Stream
- The Requirement to Deploy (R2D) Value Stream
- The Request to Fulfill (R2F) Value Stream
- The Detect to Correct (D2C) Value Stream
- A summary of the differences between the IT4IT Reference Architecture and ITIL

The issues, opportunities and challenges of aligning information technology more closely with an organization and effective-

ly governing an organization's Information Technology (IT) investments, resources, major initiatives and superior uninterrupted service is becoming a major concern of the Board and executive management in enterprises on a global basis. An integrated and comprehensive approach to the alignment, planning, execution and governance of IT and its resources has become critical to more effectively align, integrate, invest, measure, deploy, service and sustain the strategic and tactical direction and value proposition of IT in support of organizations. Much has been written and documented about the individual components of IT Governance such as strategic planning, demand (portfolio investment) management, program and project management, IT service management and delivery, strategic sourcing and outsourcing, performance management and metrics, like the balanced scorecard, compliance and others. Much less has been written about a comprehensive and integrated IT/Business Alignment, Planning, Execution and Governance approach. This new title fills that need in the marketplace and gives readers a structured and practical solutions using the best of the best principles available today. The book is divided into nine chapters, which cover the three critical pillars necessary to develop, execute and sustain a robust and effective IT governance environment - leadership and proactive people and change agents, flexible and scalable processes and enabling technology. Each of the chapters also covers one or more of the following action oriented topics: demand management and alignment (the why and what of IT strategic planning, portfolio investment management, decision authority, etc.); execution management (includes the how - Program/Project Management, IT Service Management and Delivery with IT Infrastructure Library {ITIL} and Strategic Sourcing and outsourcing); performance, risk and contingency management (e.g. includes COBIT, the balanced scorecard and other metrics and controls); and leadership, teams and people skills. Endorsements 'Selig has brought together his years of practical experience and his academic training to produce a valuable resource on how to successfully manage IT. He uses IT governance as the focal point for executing best practices to create alignment between IT and the business. In today's marketplace, where no organization can compete effectively without alignment, this book can become the executive handbook for IT management' Christine V. Bullen, Senior Lecturer, Howe School of Technology Management, Stevens Institute of Technology 'Dr. Selig has written an extremely

comprehensive book on IT Governance. It is so comprehensive that today's IT leader need look at few other sources to ensure that they have nailed what it takes to lead a world-class IT organization. It provides details, yet serves as a easily reference-able road-map for today's busy IT executives it's a great desktop companion! 'Stu Werner, Executive Vice President and CIO, Li & Fong, U.S.A. 'Dr. Selig's book on this topic is a great resource for all IT practitioners and brings together every critical aspect relating to IT governance. This book lays out a roadmap to executing within a solid governance model. It looks at all aspects of establishing, maturing, growing and sustaining an IT ecosystem. The combination of case studies and disciplined approaches to building well structured processes, committed leaders and change agents will help the board, executive management and most of all, CIOs and IT professionals think through what has worked, what can work and how to deploy IT governance successfully. I very much enjoyed reading the chapters. I think you have a great book and I look forward to reading it when it comes out! 'Dick LeFave, CIO, Sprint Nextel 'In an era when strong IT governance is an increasingly critical component of visionary business and technology leadership, Dr Selig's book provides a welcome compendium of successful practices. Experienced leaders will find it a valuable reference, while early-career managers will appreciate the clear, actionable framework for developing high-quality, sustainable governance models of their own! 'Hank Zupnick, CIO, GE Real Estate 'Dr Selig's book is a well thought out and comprehensive reference guide on the successful governance of IT in context of the larger business. It successfully combines practical check lists and governance models with real world insights in an easy to read format. The book is organized into logical sections that make it easy to find topics of relevance. This book will be useful when setting up a new governance model or challenging and improving what is in place today. It is written in a format that allows the reader to stand back from the detail and look at the bigger picture, recognizing that an integrated approach to IT governance is critical to the overall health of a successful business. Dr Selig has captured this complex topic in a way that will prove a valuable reference for all levels of Executives and managers that are involved in IT governance! 'Nicholas Willcox, Director IT, Unilever Americas 'Dr. Selig's blend of executive IT and senior level business experience in major companies combined with many years of teaching experience and research effort have enabled him to create a

unique book that blends many different components and perspectives on IT Governance into a single framework. Written for senior and aspiring IT and business leaders, his book draws upon practical experience, research, and best practices as well as the collective wisdom of the many senior IT leaders he has interacted with in teaching IT Governance. A five star rating! 'James R. Shea, Director, Syracuse University, Center for Business Information Technologies 'Dr. Selig has created a veritable IT Governance Encyclopedia for the 21st century IT executive. If something isn't covered here, you probably don't need to know it! 'Peter Schay, Executive VP, The Advisory Council

Guide to Writing a Powerful Project Initiation Document (PID) The Secrets Of Starting Successful Projects, That Botchers Fail To Use! - Easy to Use, Comprehensive, Step-by-Step Instructions, Guide & Template - Easy to Use, Comprehensive, Step-by-Step Instructions, Guide & Template - Everything you need to create your PID, that will put your project on track from the beginning! * Bonus 'MS Word' Project Initiation Document Template Download Included * Writing your most compelling PID will be as easy as painting with numbers... This little pocket mentor has does everything except write the words in the blank spaces for you. But if just filling in the blanks (with tips) on a template isn't easy enough, then there's the guide loaded with information in the very first section, designed to give you everything that you desire. Warning: The PID is this guide is Totally Comprehensive, giving you the structure and support to create an impressive PID for a very small project or a multi-million dollar project. There may be many ways to write a document, YET there is Only ONE Way to write a powerful PID that will clearly describe how your project will be managed, and to provide your stakeholders with confidence that your project can be delivered. Everything that matters when managing your project has been identified, documented and included this "Guide to Writing a Powerful PID" - This Is Your Pocket Mentor To Writing Your PID - Full Of Expert Advice On What To Write & How To Write It - Guide To Walk You Through The Process - A Book, Guide & Template With Clear; Structure, Sections, Tables, Charts, Hint & Tips Helps You to Start-up, Plan & Execute Projects Quickly and Easily This Book, Guide & Template is: - Is professionally laid out - Has ALL the charts and tables you need - Comes with step-by-step instructions - Contains practical examples - Includes tips & hints What others are saying about this book "I recommend this book to everyone involved in

project management, must keep it as guidance. " - 12 reviewers made a similar statement "Easy to read and follow, well explained.... and very helpful....!!!" - 11 reviewers made a similar statement "It gives you practical steps and process of assembling Project Initiation Document." - 4 reviewers made a similar statement The Benefits this Book, Guide & Template Project Managers often have various templates on their PC or laptop. When they start a new project, they sift through them trying to find something relevant, consuming valuable time and energy. Only to have to start again from scratch when nothing suitable turns up. That's where this Project Template is invaluable. For every project you're involved with, you can simply open the template and start filling it in. It saves you time and effort, and because each template has been professionally laid out, you can generate higher quality documentation as a result. Buy & Download the Project Initiation Document Template today Satisfaction 100% Guaranteed!!!

This book describes a process framework for business information management, encompassing the best way to manage and execute business information management in day-to-day practice, and explaining how BiSL® can help. Effective management of business information is critically important for modern organizations. The Business Information Systems Library (BiSL) is a generic framework and a domain standard which is consistent with ITIL and ASL. As outsourcing of ICT activities increases, it is essential to maintain control of the services being delivered.

This guide to WordPerfect for Windows covers all the information for WordPerfect quickly and then gets right to the tasks people need to know how to do with the application. Fast, expert advice guides the reader through complicated tasks and through setting up WordPerfect for maximum productivity.

Moving to Excel 2007 is not a routine upgrade. Microsoft's radical redesign of the application's user interface has led to confusion among many who people who have relied on Excel for years. Our new edition of the Excel 2007 Pocket Guide has been written from the ground up to help newcomers and longtime users alike find their way around without getting lost. With this book in hand, you'll be able to find your favorite Excel tools quickly. It's packed with information to guide beginners through the basics of creating spreadsheets and entering data, while providing advanced users with information on formulas, pivot tables, and more. Inside, you'll find: A visu-

al guide to the new "Ribbon" interface that helps users find familiar tools. A section designed to give beginners enough information to dive right in and start creating rich Excel workbooks immediately. Quick answers about how to perform specific tasks in Excel, such as working with files, editing data, formatting, summarizing and displaying data. Convenient techniques for connecting data across worksheets and projects. Help for moving from the basics of spreadsheet construction to more advanced features. This edition also includes an extensive reference on commonly used formulas, which reveal at a glance the many possibilities Excel 2007 provides for easy calculation. Tasks in the book are presented as answers to "How do I..." questions -- such as "How do I change the formatting of part of a cell's contents?" -- followed by concise instructions for performing the task. You'll learn ways to customize Excel to fit your needs, and how to share workbooks and collaborate with others. And much more. Don't let Excel 2007 baffle you. Pick up this convenient pocket guide and learn to navigate this redesigned application with ease.

This new edition incorporates revised guidance from H.M Treasury which is designed to promote efficient policy development and resource allocation across government through the use of a thorough, long-term and analytically robust approach to the appraisal and evaluation of public service projects before significant funds are committed. It is the first edition to have been aided by a consultation process in order to ensure the guidance is clearer and more closely tailored to suit the needs of users.

A great tool to use as a study companion, reference guide or to brush up on Microsoft Office skills.

E-mail, voice mail, conference calls, and video conferences have revolutionized communication. Learn to maximize this technology to link personnel across cities, states, and countries. Every manager needs to know the "best uses" of these new basic technologies.

Change Management Pocket Guide: This pocket guide contains over thirty concepts, models, figures, assessments, tools, templates, checklists, plans, a roadmap and glossary structured around the ten-step a2B Change Management Framework®. About this Book: This pocket guide is a practical, hands-on guide built around the a2B Change Management Framework® (a2BCMF®) with over thirty models, tool and change concepts. It is designed to support change practitioners delivering hands-on organisational change.

The pocket guide supports a programme approach to organisational change, starting with 'change definition' (strategy alignment) and moving through to 'closing and sustain' the change. The ten-step a2BCMF® is supported by over thirty concepts, a change adoption model, a behavioural change model, figures, assessments, tools, templates, checklists and plans, as well as a roadmap and glossary. It covers the key change management concepts such as sponsorship, communications, readiness, resistance and adoption. The assessments provide valuable input on whether the team should progress from one critical a2BCMF® step to the next. Other Leadership of Change® Volumes: Leadership of Change® Volumes: The volumes in this series are intended to be leading practice in organisational change management and implementation, which supports strategy execution. Volume 1 - Change Management Fables Volume 3 - a2B Change Management Handbook Change Management Fables: Ten fables about the leadership paradox of implementing organisational change management versus delivering normal day-to-day operations. About this Book: Leaders go about their daily task of implementing the organisation's strategy to deliver financial results. All of a sudden there is a change explosion that disrupts normal day-to-day operations. This is the leadership paradox: implementing change versus delivering day-to-day operations. Leaders then need to adjust their focus to implement the change, so that the organisation stays ahead of the competition and continues to deliver revenue to its shareholders. Change Management Handbook: This handbook contains over fifty concepts, models, figures, assessments, tools, templates, checklists, plans, a roadmap and glossary structured around the ten-step a2B Change Management Framework® each with a practical case study. About this Book: This handbook is for growth mindset leaders, senior managers, students, HR professionals and change management practitioners who want to deliver organisational change while their organisation continues with day-to-day operations.

Golden Age Heroes to Ink and Draw! Guidebook is both a time killer and a visual manual in which the reader takes action in first person and learn how to design characters in a retro style recalling the one of the best authors of the Golden Age of Comics. Aspiring artists and fans of old comics can test or hone their skills on over 40 original illustrations of Golden Age Heroes and Heroines that are now in the Public Domain. All illustrations come in their final, fully inked version and in a less advanced

stage of graphic development providing an initial guide to finalize art and have fun! A separate Guidebook that goes along with the current Template Book is also available for all readers...

This low-priced, pocket-sized, handy guide is packed with bite-sized chunks of practical information for people who want to jump in and master Snow Leopard, the fastest and most powerful Mac OS X to date. Written by Mac expert Jeff Carlson, this essential companion features snappy writing, eye-catching graphics, and a fresh design that walks readers through the most common Snow Leopard tasks.

With many software guides serving as high-tech recipe books, teaching cookie-cutter habits with little relevance to complex, real-world projects, EXPLORING ADOBE INDESIGN CS6 takes a different approach. Emphasizing on fundamental design principles, critical thinking skills, and practical applications to prepare you for professional success, this unique text features step-by-step tutorials, vibrant illustrations, and realistic exercises to engage your interest while helping you develop essential software skills. Each chapter builds on what you have learned, guiding you from exploring basic operations to creating complex documents with confidence and efficiency. In addition to mastering InDesign CS6--including standard functionality and features new to this release--the text prepares you to analyze new design projects, identify potential challenges, develop effective strategies, and apply industry-standard principles and practices to execute your plans successfully. The Data Files used to complete the projects found in the book are now available online. For access information please refer to the directions available in the preface of the book. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

From the creators of the bestselling *Oi Frog!* *Frog* comes an hilarious tale about one duck's quest for a missing vowel! Quentin was a duck with a very quick quack. 'QUACK!' said Quentin. 'What's wrong with me?' Quentin's quack has lost its A. Do any of the other animals have one to spare? Not likely! APES don't want to be PES. SNAKES don't want to be SNKES. PANDAS don't want to be PNDAS or even PANDS. Will Quentin be stuck with a very quick QUACK?! Brilliant for reading out loud and teaching children about vowels and animals. Praise for *Oi, Frog!* also by Kes Gray and Jim Field: 'An absolute treat.' - Daily Mail Kes Gray is a best-selling, multi award-winning author of more than 70 books for children. He eats

Ideaflakes for breakfast, spreads silliness on his toast and lives in a place called Different. Jim Field is a lead-driven, pencil-pushing, 25-frames-per-second Led Zepelin fan. He is also a hugely talented illustrator and animation director. His first picture book *Cats Ahoy!* won the Roald Dahl

Funny Prize. *Oi Frog!*, *Oi Dog!* and *Oi Cat!* are a top ten bestselling series. *Oi Dog!* was shortlisted for the Sainsbury's Children's Book Award and the British Book Awards in 2016, amongst others. It also won the Teach Primary New Children's Fiction Award, MadeForMums Award, Bishop's Stortford Picture Book Award and Ports-

mouth Picture Book Award. *Oi Cat!* was the Independent Booksellers Children's Book of the Season and *Oi Goat!* is a World Book Day book in 2018.

Everything you need to know to start your own professional organizing business. Includes forms and sample documents.