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organisations increasingly look to project management to deal with short timeframes tight budgets changing requirements and risk management in everyday operations as well as for major strategic projects project management knowledge and skills are now essential for professionals just about everywhere from teachers social workers and lawyers to engineers builders and accountants stephen hartley s project management is based on the recognised global standard for project management the project management body of knowledge pmbok guide and it incorporates aspects of agile prince2 lean and other popular

methodologies it offers a thorough overview of the principles of project management combined with tools and guidelines to manage projects of all sizes from inception to evaluation written in an accessible and engaging style stephen hartley s widely used text has been fully revised and updated it focuses on shared responsibility transparent documentation reporting achievement over activity and continuous improvement it is illustrated with examples and case studies and accompanied by a suite of downloadable templates and tools stephen hartley is without doubt australia s leading authority on project management this book is the bible for any current or future project manager dr tim baker author of the end of the performance review

this book project management is to facilitate the successful completion of projects for this reason it puts particular emphasis on the importance of careful preparation and strategic co operation within the project team the first part of this new textbook offers a description of the project based approach to the work environment an analysis of when such an approach is appropriate and an account of how to make projects work in addition this part of the book discusses the role of planning software within the project environment part two of the book describes the practical tools and skills needed to tackle projects a number of the skills outlined in part two are also relevant to learning contexts other than projects this new edition offers additional material on the life cycle of the project from setting up to completing a project new sections deal with skills such as brainstorming and decision making in the project group the text makes for required reading for project management students everywhere

project management introduces business and management students to project based working as a means to tackle projects successfully in a unique and accessible way not only in business circles but also in the field of education increasingly more activities are performed using a project based approach consider for example comprehensive study assignments internal projects and projects during work placements and the final stages of a degree this book s line of approach is practice oriented based on assignments groups of two to three students work on a project plan and an executive summary students can also opt for a real assignment for a company or for one of the cases of the accompanying website added to this fifth edition are examples and illustrations new sections about various subjects and a chapter about the flexible project approach scrum

the official isc 2 guide to the cissp issep cbk provides an inclusive analysis of all of the topics covered on the newly created cissp issep common body of knowledge the first fully comprehensive guide to the cissp issep cbk this book promotes understanding of the four issep domains information systems security

engineering isse certification and accreditation technical management and an introduction to united states government information assurance regulations this volume explains isse by comparing it to a traditional systems engineering model enabling you to see the correlation of how security fits into the design and development process for information systems it also details key points of more than 50 u s government policies and procedures that need to be understood in order to understand the cbk and protect u s government information about the author susan hansche cissp issep is the training director for information assurance at nortel pec solutions in fairfax virginia she has more than 15 years of experience in the field and since 1998 has served as the contractor program manager of the information assurance training program for the u s department of state

written primarily for undergraduates in cis and mis programs this briefer text is particularly appropriate for sad courses where a streamlined approach is necessary due to lab assignments projects contact time and or outside reading requirements

assesses the role of modern electronic communications and microcomputing technology in meeting the needs of small transportation and public works agencies

the classic text on how nurses can use technology to improve patient care and every aspect of their job performance education and career written by leaders in nursing informatics this comprehensive up to date text explores the ever growing role technology plays in the field of nursing offering theoretical background to help you understand how informatics serves many aspects of the profession essential of nursing informatics also gives you practical help in unlocking computing s benefits both now and into the future numerous case studies and examples add real world relevance to the material an internationally recognized contributor team provides information and insights not found in any other text on essential topics such as the application of computers to nursing administration education and research electronic medical records emrs and personal health records phrs coding and government clinical and private sector system requirements completely revised and updated with the latest information on specialized softwares and contributions the fifth edition of essentials of nursing informatics covers computer systems information theory current issues in informatics continuum of care information technology systems educational applications research applications international perspectives including europe canada pacific rim asia south america and south africa the future of informatics

this edition aims to equip students with a solid foundation in the essentials of an introductory management class and introduces students to current trends

theories and issues in the dynamic field of management real world examples are featured in the text

part of the illustrated series this text offers a quick visual and step by step approach for learning about the internet including such topics as e mail browsing searching accessing newsgroups e commerce and customizing information

network the computers and peripheral devices in your home or small office easily with help from this hands on guide how to do everything with windows xp home networking explains step by step how to select the best components for your needs set up a wired or wireless network share an internet connection printer and other resources secure your network and fight spam viruses and other potential threats get the book that makes it easy to design your own home network

the classic text on how nurses can use technology to improve patient care and every aspect of their job performance education and career written by leaders in nursing informatics this comprehensive up to date text explores the ever growing role technology plays in the field of nursing offering theoretical background to help you understand how informatics serves many aspects of the profession essential of nursing informatics also gives you practical help in unlocking computing s benefits both now and into the future numerous case studies and examples add real world relevance to the material an internationally recognized contributor team provides information and insights not found in any other text on essential topics such as the application of computers to nursing administration education and research electronic medical records emrs and personal health records phrs coding and government clinical and private sector system requirements completely revised and updated with the latest information on specialized softwares and contributions the fifth edition of essentials of nursing informatics covers computer systems information theory current issues in informatics continuum of care information technology systems educational applications research applications international perspectives including europe canada pacific rim asia south america and south africa the future of informatics

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advanced analysis and design methods

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