

Project Charter Document Template

This book is the complete Series of Delivering Self-Service Business Intelligence. The Series takes a postmortem firsthand look at the lessons learned from the failure of a small business through the lens of Business Intelligence (BI) Professional. The Series applies PMP and Lean Six Sigma methodologies, along with extensive experience, to the implementation of a sustainable Self-Service BI solution. The series provides templates and best practice techniques for implementing a sustainable BI solution for any size of business. Included in this Series are the following Volumes: Volume 1: Iterative Agile Project Management Template - Provides the framework for successfully breaking down and delivering the BI Solution. Establishes the appropriate level of communication and documentation for the Project Stakeholders. Provides a Communication Plan and drives collaboration and teamwork with the Project Stakeholders for Continuous Process Improvement (CPI). Volume 2: Introduction to the Project Charter - Expands on the importance of teamwork in problem solving as it relates to implementing the framework of BI and Business Adoption. Articulates the need to clearly understand and document the problem and provides best practice techniques to do so. Outlines the Project Charter and provides the Project Charter Template. Volume 3: Introduction to the Functional Requirements Document - Captures the Voice of the Customer (VOC) and translates problems into Critical Customer

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Requirements (CCRs). Expands on common recurring challenges with implementing sustainable Business Intelligence in today's marketplace and the importance of KPIs and Operational Definitions. Outlines the FRD and provides the FRD Template. Volume 4: Deliver Self-Service Business Intelligence - Applies the framework and delivers the solutions to resolve the problems identified in previous Volumes. Identifies the project team roles needed to implement the solution. Outlines the data landscape and the best practice architecture. Discuss the risks in today's marketplace with analyst between IT and the end user of the information.

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

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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

In order to gain accreditation, every laboratory must have a superior quality assurance program. The keys to a successful program are the operational and technical manuals and associated documents which define the program and its various components. Written by experts with global experience in setting up laboratories, *Implementing Quality in Laboratory Policies and Processes: Using Templates, Project Management, and Six Sigma* provides templates for the various policies, procedures, and forms that should be contained in the quality assurance, operational, and technical manuals of a laboratory seeking accreditation. Templates for the entire project life cycle The book begins with a general introduction and overview of quality assurance and then moves on to cover implementation strategies. It contains best practices and templates for the project management of the design and implementation of the laboratory operational and technical manuals required to establish a quality assurance program. The templates

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span the entire project life cycle, from initiation, to planning, to execution, to monitoring, and finally, to closure. The book also examines how Six Sigma concepts can be used to optimize laboratories, and contains templates that cover administrative issues, quality assurance, sample control, and health and safety issues. In addition, there is a section of criteria files that relate the individual document templates to specific accreditation criterion. Addresses the standards of ISO 17025 The results of any laboratory examination have the potential to be presented in court and can ultimately affect the life and liberty of the parties involved. Therefore, a stringent quality assurance program, including well-documented policies and a procedure manual, is essential. Ensuring that laboratories meet the standards of ISO 17025, this volume is a critical component of any laboratory's accreditation process.

This book exposes the reader to a comprehensive overview of instructional design using the Instructional Systems Design (ISD or ADDIE) model and project management techniques based on the framework and standards of the Project Management Institute and the Project Management Body of Knowledge (PMBOK) Guide best practices. Throughout the book, ADDIE and project management are united in a four-step combo. Readers are taught to groove two disciplines to one beat. Project Management Skills for Instructional Designers is intended to captivate the interest of the following audience: instructional designers, training managers and directors, training consultants, human resources managers, performance consultants, and project managers. This

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practical guide uses the creative approach of storytelling to present the content in a way that is realistic and sequential to the way an instructional designer may work. A case scenario where an instructional designer is given a mandate by the boss to design, develop, and deliver automated sales management training is the story line around which the two disciplines are applied in the four-step combo.

Implementing Digital Forensic Readiness: From Reactive to Proactive Process, Second Edition presents the optimal way for digital forensic and IT security professionals to implement a proactive approach to digital forensics. The book details how digital forensic processes can align strategically with business operations and an already existing information and data security program. Detailing proper collection, preservation, storage, and presentation of digital evidence, the procedures outlined illustrate how digital evidence can be an essential tool in mitigating risk and reducing the impact of both internal and external, digital incidents, disputes, and crimes. By utilizing a digital forensic readiness approach and stances, a company's preparedness and ability to take action quickly and respond as needed. In addition, this approach enhances the ability to gather evidence, as well as the relevance, reliability, and credibility of any such evidence. New chapters to this edition include Chapter 4 on Code of Ethics and Standards, Chapter 5 on Digital Forensics as a Business, and Chapter 10 on Establishing Legal Admissibility. This book offers best practices to professionals on enhancing their digital forensic program, or how to start and develop

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one the right way for effective forensic readiness in any corporate or enterprise setting. 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

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Management Institute and the Agile Alliance.

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

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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.

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

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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.

A combination of art and skill that results in the balancing of project objectives against restraints of time, budget, and quality, effective project management requires skill and experience as well as many tools and techniques. *Project Management Tools and Techniques: A Practical Guide* describes these tools and techniques and how to use them, giving students the strong foundation they need to develop the skills and experience needed for a successful career in project management. The first five sections discuss a typical project life cycle, and beginning with an introduction to project management in terms of the role it plays in the organization and how a business case drives the process. From this starting point, the various planning and control-oriented techniques described evolve this process through the life cycle from scope development to completion. The final section closes the discussion with a group of more contemporary topics labeled "advanced." These are essential tools that need to be in wide use but are still evolving in practice. Most of the chapters supply sample questions and exercises to help with a review of the material. Each of the authors has extensive real-world experience in her or his respective professional areas with a combined

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experience of about 100 years. They have selected topics based on their valuation of the tool and its project management value. They present the material in such a way that the concepts can be applied to any project. Once this material is mastered, students will have a good overview regarding the basic planning and control actions required by a project manager. Also, this book will make a great reference guide that can be used by project managers and team members for years to come.

Essential project management forms aligned to the PMBOK® Guide—Sixth Edition A Project Manager's Book of Forms is an essential companion to the Project Management Institute's A Guide to the Project Management Body of Knowledge. Packed with ready-made forms for managing every stage in any project, this book offers both new and experienced project managers an invaluable resource for thorough documentation and repeatable processes. Endorsed by PMI and aligned with the PMBOK® Guide, these forms cover all aspects of initiating, planning, executing, monitoring and controlling, and closing; each form can be used as-is directly from the book, or downloaded from the companion website and tailored to your project's unique needs. This new third edition has been updated to align with the newest PMBOK® Guide, and includes forms for agile, the PMI Talent Triangle, technical project management,

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leadership, strategic and business management, and more. The PMBOK® Guide is the primary reference for project management, and the final authority on best practices—but implementation can quickly become complex for new managers on large projects, or even experienced managers juggling multiple projects with multiple demands. This book helps you stay organized and on-track, helping you ensure thorough documentation throughout the project life cycle. Adopt PMI-endorsed forms for documenting every process group Customize each form to suit each project's specific needs Organize project data and implement a repeatable management process Streamline PMBOK® Guide implementation at any level of project management experience Instead of wasting time interpreting and translating the PMBOK® Guide to real-world application, allow PMI to do the work for you: A Project Manager's Book of Forms provides the PMBOK®-aligned forms you need to quickly and easily implement project management concepts and practices.

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

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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.

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

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samples of key project management tools, such as a comprehensive statement of work template. The author offers a color version of the book.

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,

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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.

How to manage any project on just one piece of paper The New One-Page Project Manager demonstrates how to efficiently and effectively communicate essential elements of a project's status. The hands of a pocket watch reveal the time of day without following every spring, cog, and movement behind the face. Similarly, an OPPM template reduces any project—no matter how large or complicated—to a simple one-page document, perfect for communicating to upper management and other project stakeholders. Now in its Second Edition, this practical guide, currently saving time and effort in thousands of organizations

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worldwide, has itself been simplified, then refined and extended to include the innovative AgileOPPMTM. This Second Edition will include new material and updates including an introduction of the ground-breaking AgileOPPMTM and an overview of MyOPPMTM template builder, available on-line Includes references throughout the book to the affiliated sections in the Project Management Body of Knowledge (PMBOK®) Shows templates for the Project Management Office (PMO) This new and updated Second Edition will help you master the one-page approach to both traditional project management and Agile project management. (PMBOK is a registered marks of the Project Management Institute, Inc.)

Your must-have tool for perfect project management Want to take your career to the next level and be a master of planning, organising, motivating and controlling resources to meet your goals? This easy-to-use guide has you covered! Project Management Checklists For Dummies takes the intimidation out of project management, and shows you step by step how to use rigorous self-check questions to save significant time—and headaches—in managing your projects effectively. Project Management Checklists For Dummies gives you to-do lists, hands-on checklists and helpful guidance for managing every phase of a project from start to finish. Before you know it, you'll be a star project manager as you organise, estimate and schedule projects in today's time-crunched, cost-

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conscious global business environment. Includes useful to-do lists and checklists to ensure all the necessary steps are completed Offers simple exercises to help clarify needs and requirements along the way Provides templates to complete, which can also be downloaded from Dummies.com and customised to suit your unique requirements Supplies hints and tips to help you along the way If you're a project manager—or any professional charged with managing a project and wondering where to start—Project Management Checklists For Dummies is your ready-made tool for success.

Providing structured yet adaptable models of project success within an organization, A Standard for Enterprise Project Management explains each of the basic elements needed for project success and integrates them into a balanced life-cycle continuum. It also supplies an inventory of practical policies, procedures, techniques, and templates for cons

The digital era's new consumer demands a new approach to PR Inbound PR is the handbook that can transform your agency's business. Today's customer is fundamentally different, and traditional PR strategies are falling by the wayside. Nobody wants to feel "marketed to;" we want to make our own choices based on our own research and experiences online. When problems arise, we demand answers on social media, directly engaging the company in front of a global audience. We are the most empowered, sophisticated customer base in the history of PR, and PR professionals must draw upon an enormous breadth of skills and techniques to

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serve their clients' interests. Unfortunately, those efforts are becoming increasingly ephemeral and difficult to track using traditional metrics. This book merges content and measurement to give today's PR agencies a new way to build brands, evaluate performance and track ROI. The ability to reach the new consumer, build the relationship, and quantify the ROI of PR services allows you to develop an inbound business and the internal capabilities to meet and exceed the needs of the most demanding client. In this digital age of constant contact and worldwide platforms, it's the only way to sustainably grow your business and expand your reach while bolstering your effectiveness on any platform. This book shows you what you need to know, and gives you a clear framework for putting numbers to reputation. Build brand awareness without "marketing to" the audience Generate more, higher-quality customer or media leads Close the deal and nurture the customer or media relationship Track the ROI of each stage in the process Content is the name of the game now, and PR agencies must be able to prove their worth or risk being swept under with obsolete methods. Inbound PR provides critical guidance for PR growth in the digital era, complete with a practical framework for stimulating that growth.

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.

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This book focuses on providing information on project management specific for software implementations within the healthcare industry. It can be used as a guide for beginners as well as a reference for current project managers who might be new to software implementations. Utilizing the Project Management Institute's (PMI) methodology, process groups and knowledge areas are defined as they relate to implementing custom and commercial off-the-shelf (COTS) software. The Software Development Life Cycle (SDLC) is a standard for developing custom software, but can also be followed for implementing COTS applications as well. How will the system be set up from an architecture and hardware standpoint? What environments will be needed and why? How are changes managed throughout the project and after? These questions and more will be reviewed. The differences between types of testing are defined as well as when each are utilized. Planning for the activation and measuring the success of the project and how well the strategic need has been met are key activities that are often not given the time and effort as the other parts of the implementation project. This new edition updates the current content to better align with the newest version of the PMI's Project Management Body of Knowledge (PMBOK), as well as the latest technology and concepts. In addition, this new edition includes additional chapters on agile management, stakeholder management, and choosing the right methodology.

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

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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.

As the purse strings tighten company costs need to be cut without this affecting performance or sales. A common solution to this problem is to restructure the organization of the company i.e. adjust the lines and boxes on the organization chart with the aim of setting it up for high performance. This inevitably fails because an organization is a system; change one aspect and other facets will also change. *Organization Design: Engaging with change* looks at how to (re) design the organizational system in order to increase productivity, performance and value; providing the knowledge and methodology to design an agile organization capable of handling the kind of continuous organizational change that all businesses face. The book clarifies why and how organizations need to be in a state of readiness to design or redesign and emphasizes that people as well as business processes must be part of design considerations. Responding to developments across the world since the first edition, this book covers, among other topics: Technology changes that have impacted upon organizations Increased demands for 'sustainability' and corporate social responsibility The pressure on organizations to be smarter, more efficient and more effective Whilst the material on this subject targets a wide

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management audience, this book is specifically written for consultants, OD/HR practitioners and line managers working together to achieve the goal of organizational redesign for changing circumstances. Aided by a range of pedagogical features, this book is a must-read for students or practitioners involved in the field of organizational design, development and change.

Explore this comprehensive survey of the tools, tips, techniques, and tactics that project managers need to successfully complete their projects. Seasoned project management consultant Jay Charvat presents a detailed description of each methodology currently available, weighs the advantages and disadvantages of each, and provides a plan for implementation. He includes expert advice on putting the methodologies to use in both individual projects and across the organization and provides detailed guidance on maintenance and support. Buy it today!

Identity and Access Management: Business Performance Through Connected Intelligence provides you with a practical, in-depth walkthrough of how to plan, assess, design, and deploy IAM solutions. This book breaks down IAM into manageable components to ease systemwide implementation. The hands-on, end-to-end approach includes a proven step-by-step method for deploying IAM that has been used successfully in over 200 deployments. The book also provides reusable templates and source code examples in Java, XML, and SPML. Focuses on real-world implementations Provides end-to-end coverage of IAM from business drivers, requirements, design, and development to implementation Presents a proven, step-by-step method for deploying IAM that has been successfully used in over 200 cases Includes companion website with source code examples in Java, XML, and SPML as well as reusable

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templates

Harold Kerzner's essential strategies on measuring project management performance With the growth of complex projects, stakeholder involvement, and advancements in visual-based technology, metrics and KPIs (key performance indicators) are key factors in evaluating project performance. Dashboard reporting systems provide accessible project performance data, and sharing this vital data in a concise and consistent manner is a key communication responsibility of all project managers. This third edition of Kerzner's groundbreaking work, *Project Management Metrics, KPIs, and Dashboards: A Guide to Measuring and Monitoring Project Performance*, helps functional managers gain a thorough grasp of what metrics and KPIs are and how to use them. Plus, this edition includes new sections on processing dashboard information, portfolio management PMO and metrics, and BI tool flexibility. • Offers comprehensive coverage of the different dashboard types, design issues, and applications Provides full-color dashboards from some of the most successful project management companies, including IBM, Microsoft, and others Aligns with PMI's PMBOK® Guide and stresses value-driven project management PPT decks are available by chapter and a test bank will be available for use in seminar presentations and courses Get ready to bolster your awareness of what good metrics management really entails today—and be armed with the knowledge to measure performance more effectively.

This book was written for experienced project management professionals and executives who find themselves in front of difficult projects and want to be successful. Managing projects in today's rapidly changing business environment

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has proven to be more challenging than most project managers and executives would like to admit. This is evidenced by the alarming number of projects that fail to complete within budget, on time, with the right scope, with the right quality, and a highly satisfied customer. The chapters are laid out in a logical sequence and the information is structured in a way that it can be followed like a recipe book. Each chapter includes the following sections: Overview, Why is this important, Who is involved, When should someone use this process, Initial set-up, Execution (how to do it), Summary & Conclusion, More than you wanted to know and Bibliography. This book also provides an extensive companion website. The companion website contains tools, processes, and templates that may be used immediately to complete any size project or program. The objective of this book is to share best practices enabling project and program managers to make better decisions and be more successful. This book contains the most critical aspects of initiating, planning, executing, controlling, and closing out a project.

Step by step, Facilitating the Project Lifecycle guides the project manager/facilitator in making smart choices about when and how to pull key talent together to spell success for the project and ultimately the organization. The authors will help you understand the benefits of using facilitated group work

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sessions to get real work done during a project and get it done better and more efficiently than more traditional individual work approaches. In addition, the book includes: Recommendations for capitalizing on group knowledge to accelerate the building of key project deliverables and ensure their quality as they are built A work session structure for planning, delivering, and following up facilitated work sessions Guides for building key project deliverables Sample agendas Proven techniques for managing the group dynamics

Are you reinventing the wheel each time you create a training project? Organize your way to efficiency with project management templates and tools specifically designed for training professionals. This book is at its core a bank of training knowledge. Each customizable template is practical to use on training-related projects or ongoing operations. In this book you will find: forms to help you manage all aspects of your training project helpful information to guide you as you institute an information system for your training department templates that help you deliver business results and business success. Using good forms correctly can greatly increase productivity and consistency within a distributed network of project team members. Whether you are a project manager who has training responsibilities, or a trainer responsible for managing projects, this guide offers tools you need to maximize efficiency.

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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

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document for an authentic project in progress, provides an opportunity to introduce, validate, and integrate the concept of a formalized project initiation process.

The Practical Guide to Lean Sigma Problem-Solving--Expanded & Updated! Lean Sigma delivers results--if you use the right tools and techniques. In this updated edition, Ian Wedgwood details his proven best-practices from more than forty successful Six Sigma and Lean deployments in multiple industries, helping you identify and apply the solutions that will work best in your projects. This expanded edition offers detailed guidance on DMAIC process improvement, DMASC standardization, Kaizen accelerated improvement, and more.

Wedgwood helps you identify potential Lean Sigma projects, even in processes without obvious targets. He illuminates fast, effective routes to solving global and individual step-process problems, and explains why these solutions work. Next, he presents 62 detailed "tools roadmaps": step-by-step instructions showing exactly how and when to use each of these techniques: 5 Whys 5S Affinity Anova Box plot Capability C&E matrix Chi-Square Concept ideation, design, selection Control charts Control plan Core process map Critical path analysis Customer interviewing Customer requirements tree Customer surveys D-Study Demand profiling Demand segmentation DOE Fishbone diagram Handoff map KPOVs &

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data Load chart MSAs Multi-Cycle analysis Multi-Vari studies Murphy's analysis Normality test OEE Pareto chart Process performance mgmt. Poka Yoke Process board Process FMEA Process scorecard Process variables (I/O) map Project charter Pull systems & Kanban Rapid changeover (SMED) Regression SIPOC Spaghetti map Standard work instructions SPC Swimlane map Test of equal variance Time Total productive maintenance T-tests Value stream map With this guide Green, Black, or Master Black Belts will benefit from decades of Six Sigma and Lean consulting experience.

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.

a) Simplified Project Management concepts
b) Practical approaches to be applied to projects
c) Best Practices used in contemporary projects
d) Project Management Templates

Streamline project workflow with expert agile implementation The Project Management Profession is beginning to go through rapid and profound transformation due to the widespread adoption of agile methodologies. Those changes are likely to dramatically change the role of project managers in many

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environments as we have known them and raise the bar for the entire project management profession; however, we are in the early stages of that transformation and there is a lot of confusion about the impact it has on project managers: There are many stereotypes and misconceptions that exist about both Agile and traditional plan-driven project management, Agile and traditional project management principles and practices are treated as separate and independent domains of knowledge with little or no integration between the two and sometimes seen as in conflict with each other Agile and "Waterfall" are thought of as two binary, mutually-exclusive choices and companies sometimes try to force-fit their business and projects to one of those extremes when the right solution is to fit the approach to the project It's no wonder that many Project Managers might be confused by all of this! This book will help project managers unravel a lot of the confusion that exists; develop a totally new perspective to see Agile and traditional plan-driven project management principles and practices in a new light as complementary to each other rather than competitive; and learn to develop an adaptive approach to blend those principles and practices together in the right proportions to fit any situation. There are many books on Agile and many books on traditional project management but what's very unique about this book is that it takes an objective approach to help you

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understand the strengths and weaknesses of both of those areas to see how they can work synergistically to improve project outcomes in any project. The book includes discussion topics, real world case studies, and sample enterprise-level agile frameworks that facilitate hands-on learning as well as an in-depth discussion of the principles behind both Agile and traditional plan-driven project management practices to provide a more thorough level of understanding.

"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

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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.

Aligning business intelligence (BI) infrastructure with strategy processes not only improves your organization's ability to respond to change, but also adds significant value to your BI infrastructure and development investments. Until now, there has been a need for a comprehensive book on business analysis for BI that starts with a macro view and Zero in on key project-initiation tasks—and build a solid foundation for successful software development. In this concise guide, critically-acclaimed author Karl E. Wieggers fills a void in project management literature by focusing on the activities

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that are essential—but often overlooked—for launching any project. Drawing on his extensive experience, Karl shares lessons learned, proven practices, and tools for getting your project off to the right start—and steering it to ultimate success.

Lay a foundation for project success—discover how to:
Effectively charter a project
Define meaningful criteria for project success and product releases
Negotiate achievable commitments for project teams and stakeholders
Identify and document potential barriers to success—and manage project risks
Apply the Wideband Delphi method for more accurate estimation
Measure project performance and avoid common metrics traps
Systematically apply lessons learned to future projects
Companion Web site includes:
Worksheets from inside the book
Project document templates
Resources for project initiation and process improvement

Provides step-by-step instructions on using Microsoft Excel to schedule jobs, create budgets, manage processes, and share project information.

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