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Project Management Communication Tools Springer Nature

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.

Information Technology Project Management, Revised Jones & Bartlett Learning

This book stitches together a complete design journey from beginning to end in a way that you 've likely never seen before, guiding readers (you) step-by-step in a practical way from the initial spark of an idea all the way to scaling it into a better business. Design a Better Business includes a comprehensive set of tools (over 20 total!) and skills that will help you harness opportunity from uncertainty by building the right team(s) and balancing your point of view against new findings from the outside world. This book also features over 50 case studies and real life examples from large corporations such as ING Bank, Audi, Autodesk, and Toyota Financial Services, to small startups, incubators, and social impact organizations, providing a behind the scenes look at the best practices and pitfalls to avoid. Also included are personal insights from thought leaders such as Steve Blank on innovation, Alex Osterwalder on business models, Nancy Duarte on storytelling, and Rob Fitzpatrick on questioning, among others.

A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Seventh Edition and The Standard for Project Management (BRAZILIAN PORTUGUESE) Project Management Institute

This book offers invaluable insights about the full spectrum of core design course contents systematically and in detail. This book is for instructors and students who are involved in teaching and learning of Capstone senior design projects in mechanical engineering. It consists of 17 chapters, over 300 illustrations with many real-world student project examples. The main

project processes are grouped into three phases, i.e., project scoping and specification, conceptual design, and detail design, and each has dedicated two chapters of process description and report content prescription, respectively. The basic principles and engineering process flow are well applicable for professional development of mechanical design engineers. CAD/CAM/CAE technologies are commonly used within many project examples. Thematic chapters also cover student teamwork organization and evaluation, project management, design standards and regulations, and rubrics of course activity grading. Key criteria of successful course accreditation and graduation attributes are discussed in details. In summary, it is a handy textbook for the capstone design project course in mechanical engineering and an insightful teaching guidebook for engineering design instructors.

Insider Threat HC Pro, Inc.

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

Designing Engineers Bowkers

Grounded in psychology research but with a practical focus on organizational behavior issues, Group Dynamics for Teams helps readers understand and participate in teams more effectively in day-to-day work. Best-selling author Daniel Levi and new co-author David A. Askey thoroughly examine basic group dynamics concepts, such as goals, norms, cooperation, and communication, as well as review the main challenges that teams face, such as conflict, decision making, problem solving, creativity, and valuing diversity. Throughout the book are discussions of the organizational context of teams, including the impacts of organizational culture, virtual teamwork, rewarding teams, and team building.

The 12 Pillars of Project Excellence Maven House Press

The second decade of the 21st century brought unprecedented challenges to traditional workplaces forcing the advance of working from home (telework) due to a global virus pandemic. Individuals with little or no background or training in e-leadership, virtual project management, or virtual team management suddenly found themselves in the environment of virtual work. *Leading Virtual Project Teams, Second Edition* addresses the challenges that today's virtual project management environment poses to traditional methods of leadership and communication. Leadership for successful virtual team management is different from traditional, colocated project team management. Being familiar with appropriate e-leadership styles for virtual project teams and the transition toward new leadership styles, communication techniques for virtual project teams, and e-leadership competencies is an important part of managing projects and human resources in successful organizations today. The second edition also examines: Virtual meeting techniques Inclusive language Managing virtual relationships Why virtual work is now more important The work-at-home environment By recognizing how virtual teams are different from traditional teams, those managing virtual projects may be able to offer benefits to their organization by providing positive, successful leadership and exceptional communications, resulting in better project deliverables and products. This book provides an approach that explores all facets of e-leadership—from how traditional leadership theories and models can be applied by 21st century leaders to providing methods by which the virtual project manager can enhance virtual project communications to meet the needs of our modern global business world. It features project management checklists and templates and includes business cases, best practices, and tools and techniques for virtual project management communications.

Clinical Nurse Leaders: Beyond the Microsystem American Society for Training and Development

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

Design a Better Business Maven House Press

Creating High Performance Teams is an accessible and thorough new introduction to this key area of business education. Written by teams experts Ray Aldag and Loren Kuzuhara, this book provides students with both a firm grounding in the key concepts of the field and the practical tools to become successful team managers and members. Built on a solid foundation of the most up to date research and theory, chapters are packed with case studies, real-world examples, tasks and discussion questions, while a companion website supports the book with a wealth of useful resources for students, team members, and instructors. Centered around an original model for high performance teams, topics covered include: Building and developing effective teams Managing diversity Effective communication Team processes – meetings, performance management Dealing with change and team problems Current issues – virtual teams, globalization With its combined emphasis on principles and application, interwoven with the tools, topics, and teams most relevant today, *Creating High Performance Teams* is perfectly placed to equip upper-level undergraduate and MBA students with the knowledge and skills necessary to take on teams in any situation.

Smart Church Management: A Quality Approach to Church Administration FriesenPress

Advanced Practice Nursing: Essential Knowledge for the Profession, Third Edition is a

core advanced practice text used in both Master's Level and DNP programs. The Third Edition is a unique compilation of existing chapters from a variety of high-level Jones & Bartlett Learning works creating a comprehensive and well-rounded resource for the advanced practice nursing student. Similar to the previous edition, The Third Edition features updated content around the AACN's Master's Essentials as well as the Essentials for Doctoral Education. Throughout this text the authors address the rapid changes in the health care environment with a special focus on health care finance, electronic health records, quality and safety as well as emerging roles for the advanced practice nurse. Patient care in the context of advanced nursing roles is also covered
Navigating Information Challenges SAGE

"I enjoyed this book. It provides excellent information on the current use of healthcare teams and partnerships. It is a worthwhile resource for anyone interested in developing and working with healthcare teams." Score: 100, 5 Stars.--Doody's Medical Reviews
Teamwork is an undisputed asset for reducing nursing and medical errors, improving quality of patient care, resolving workload issues, and avoiding burnout. This text helps to foster the leadership expertise and partnerships that will facilitate the delivery of the highest-quality care. It based on the time-tested wisdom that leadership knowledge, skills and, competencies gained by training a group of nurses in the same organization rather than a single nurse are much more likely to result in genuine organizational transformation. It is the only text available to focus in depth on building and maintaining effective partnerships, motivating and developing others in the team, organizational analysis, strategizing, communicating, planning and managing change, measuring team and partnership effectiveness through metrics, and leveraging results within and outside of the organization. Case studies across a variety of organizations and environments and drawn from years of nursing team and leadership training, illuminate key points and provide readers with real life examples of the application of key concepts. These include such scenarios as developing a team to create, implement and evaluate a nurse residency program in a large tertiary hospital; creating a cross-agency public health team to plan and deploy rural H1N1 responses; founding a multi-campus team for the creation and implementation of a new BSN curriculum; and leadership in a partnership to support the legislative creation of a nursing workforce center. Learning objectives, tables, charts, models, and questions for thought in each chapter reinforce information in the text. Plentiful references provide opportunities for further study. Authored by a noted expert in education, team building, and policy making in nursing and health care, the book will be of value to emerging and seasoned leaders and graduate educators and students, including CNL, DNP, and NPs. Key Features: Examines, in depth, team leadership and professional, clinical, and educational partnering in and for nursing Features real-life case studies in diverse practice and academic centers Offers a practical approach to applying team leadership and partnership concepts when facilitating health care change Reviews team models and skills, how to take action, issues and challenges along the way, measuring results, and applying leverage to sustain gains Presents information in a concise, step-by-step format replete with

learning objectives, tables, charts, and questions for thought

Effective Portfolio Management Systems John Wiley & Sons

Advanced Practice Nursing: Essential Knowledge for the Profession, Fourth Edition is a core advanced practice text used in both Master's Level and DNP programs.

A Practical Guide to Project Management Jones & Bartlett Publishers

"Initiating and sustaining the clinical nurse leader role, third edition is an essential resource that outlines the role and core values of the clinical nurse leader while simultaneously providing valuable content for the CNL certification exam. The third edition features expanded content around the CNL role and offers compelling examples that illustrate the CNL's influence on care coordination, health promotion, and high-performance interprofessional care teams."--Page 4 de la couverture.

Practical Implementation Science CRC Press

Clinical Nurse Leaders Beyond the Microsystem: A Practical Guide, Fourth Edition is a core resource for CNLs which imparts the competencies necessary to lead improvement teams, analyze data, and ensure delivery of quality, safety, and value-based care in any healthcare setting.

A Project Manager's Book of Forms Cengage Learning

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, 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 Management Essentials Informing Science

A field manual on contextualizing cyber threats, vulnerabilities, and risks to connected cars through

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

High Performance Team Coaching American Library Association

Practical Implementation Science is designed for graduate health professional and advanced undergraduate students who want to master the steps of using implementation science to improve public health. Engaging and accessible, this textbook demonstrates how to implement evidence-based practices effectively through use of relevant theories, frameworks, models, tools, and research findings. Additional real-world case studies across public health, global health, and health policy provide essential context to the major issues facing implementation domestically and globally with consideration of communities in low-to-middle-income countries (LMIC). The textbook is organized around the steps involved in planning, executing, and evaluating implementation efforts to improve health outcomes in communities. Coverage spans assessing the knowledge-practice gap; selecting an evidence-based practice (EBP) to reduce the gap; assessing EBP fit and adapting the EBP; assessing barriers and facilitators of implementation; engaging stakeholders; creating an implementation structure; implementing the EBP; and evaluating the EBP effort. Each chapter includes a "how to" approach to conducting the task at hand. The text also addresses the practical importance of implementation science through disseminating EBPs; scaling up EBPs; sustaining EBPs; and de-implementing practices that are no longer effective. All chapters include learning objectives and summaries with emphasized Key Points for Practice, Common Pitfalls in Practice, and discussion questions to direct learning and classroom discussion. Fit for students of public health, health policy, nursing, medicine, mental health, behavioral health, allied health, and social work, Practical Implementation Science seeks to bridge the gap from scientific evidence to effective practice. Key Features: Soup to Nuts Approach – Distills the steps to selecting, adapting, implementing, evaluating, scaling up, and sustaining evidence-based practices Expert Insight – Editors and chapter authors bring years of experience from leading implementation programs and interventions Multidisciplinary Focus – Utilizes cases and research findings relevant to students of public health, medicine, nursing, mental health,

behavioral health, and social work Case Studies and Real-World Examples – Blends frameworks, models, and tools with real-world examples for students interested in both domestic and global health Instructor's Packet – Complete with an Instructor's Manual, PowerPoint slides, and a Sample Syllabus

Routledge

PMBOK® Guide is the go-to resource for project management practitioners. The project management profession has significantly evolved due to emerging technology, new approaches and rapid market changes. Reflecting this evolution, The Standard for Project Management enumerates 12 principles of project management and the PMBOK® Guide – Seventh Edition is structured around eight project performance domains. This edition is designed to address practitioners' current and future needs and to help them be more proactive, innovative and nimble in enabling desired project outcomes. This edition of the PMBOK® Guide: • Reflects the full range of development approaches (predictive, adaptive, hybrid, etc.); • Provides an entire section devoted to tailoring the development approach and processes; • Includes an expanded list of models, methods, and artifacts; • Focuses on not just delivering project outputs but also enabling outcomes; and • Integrates with PMI standards™ for information and standards application content based on project type, development approach, and industry sector.

The ABCs of Collaborative Change Association for Talent Development

If you're new to project management or need to refresh your knowledge, Project Management Essentials, Third Edition, is the quickest and easiest way to learn how to manage projects successfully. The simple techniques and templates in this book provide you with the essential tools you'll need to be an effective project manager. It's as simple as that. Read the book and discover: How to plan well - to decide on the right things to do; The key skills and knowledge you'll need to be effective; How to create an effective charter to start projects off right; Guidelines for building a usable project plan; Tips for breaking project work into manageable pieces; Techniques for estimating project cost and schedule; How to build a team; Strategies to deal with conflict, change, and risk; How to report on the progress of the project and keep everyone concerned happy. Project Management Essentials is written in short, clear chapters to make project management more easily understood. The authors, all valued senior faculty of PM College, use both their business experience and their academic backgrounds to make these chapters come alive. This updated edition complies with the latest project management standard, the PMBOK Guide 5th Edition.

Team Topologies iUniverse

The Chapter Leader's Guide to Performance Improvement Cynthia Barnard, MBA, MSJS, CPHQ Quick, concise standard explanations for performance improvement chapter leaders The Chapter Leader's Guide to Performance Improvement breaks down The Joint Commission's performance improvement requirements into easy-to-understand solutions to meet the challenges of these complex standards. You get simplified explanations of the chapter's key components along with communication techniques to help foster a strong and successful partnership between survey coordinator and chapter leader. Plus, to make staff training easy, this guide includes a downloadable PowerPoint(R) presentation highlighting key compliance takeaways. Also, receive bonus tools which include: Annual performance improvement program assessment worksheet Sample performance improvement team charter Critical information checklist Templates for quality plans Samples for compliance with required measurements Samples for compliance with measurements to be considered Checklist for survey readiness Benefits of The Chapter Leader's Guide to Performance Improvement:

Empower your PI chapter leaders to successfully navigate the survey process Communicate the impact the PI chapter has on the entire leadership team, management, and caregivers Create a culture of accountability by delegating survey-related responsibilities to staff members Go beyond standard numbers and understand the true meaning of The Joint Commission's PI requirements Get everyone in your facility on board with compliance Save time training PI chapter leaders with the customizable PowerPoint presentation What's inside: Simplified explanation of The Joint Commission's performance improvement chapter Tools for data collection and analysis to measure the performance of processes Strategies for analyzing data to implement better care, improve compliance, and promote positive change Best practices in designing, implementing, and presenting performance improvement programs with reference to accreditation requirements Table of Contents Introduction: How This Handbook Can Help You Part I: Performance Improvement in the Organization Leadership Roles in Performance Improvement Successful Management of Performance Improvement Key Take-Away Points Part II: Planning and Coordinating Performance Improvement Communicating and Integrating Performance Improvement Throughout the Organization Do You Need a Dashboard? Impact of Performance Improvement on Patients, Clinicians, and Staff Teams, Charters, and Leadership Physician Roles and Responsibilities in Performance Improvement Key Take-Away Points Part III: Implementing Performance Improvement The Performance Improvement Cycle Data Collection and Analysis Process Improvement Documentation and "Telling the Story" Sustaining Change Key Take-Away Points Part IV: Effective PI Survey Preparation Critical Information at Your Fingertips The PI Presentation to Surveyors The Data Tracer and the Leadership Interview Key Take-Away Points Who will benefit? Accreditation coordinators, accreditation specialists, survey coordinators, Joint Commission survey coordinators, performance improvement chapter leaders, quality directors, quality improvement professionals Earn Continuing Education Credits National Association for Healthcare Quality (NAHQ) This activity is pending approval by the National Association of Healthcare Quality for CE credits.

Initiating and Sustaining the Clinical Nurse Leader Role CRC Press

Ready, set, liftoff! Align your team to one purpose: successful delivery. Learn new insights and techniques for starting projects and teams the right way, with expanded concepts for planning, organizing, and conducting liftoff meetings. Real-life stories illustrate how others have effectively started (or restarted) their teams and projects. Master coaches Diana Larsen and Ainsley Nies have successfully "lifted off" numerous agile projects worldwide. Are you ready for success? Every team needs a great start. If you're a business or product leader, team coach or agile practice lead, project or program manager, you'll gain strategic and tactical benefits from liftoffs. Discover new step-by-step instructions and techniques for boosting team performance in this second edition of Liftoff. Concrete examples from our practices show you how to get everyone on the same page from the start as you form the team. You'll find pointers for refocusing an effort that's gone off in the weeds, and practices for working with teams as complex systems. See how to scale liftoffs for multiple teams across the enterprise, address the three key elements for collaborative team chartering, establish the optimal conditions for learning and improvement, and apply the GEFN (Good Enough for Now) rule for efficient liftoffs. Throughout the book are stories from real-life teams lifting off, as seasoned coaches describe their experiences with liftoffs and agile team chartering. Focused conversations help the team align, form, and build enough trust for collaborating. You'll build a common understanding of the teams' context within business goals. Every liftoff is unique, but success is common!