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Coaching in Government Theodora J. Fitzsimmons 2022-12-19
This book captures the story of how internal coaching was introduced and has since evolved in the U.S. Federal Government. It provides coaches and government agency leaders with skills and tools to help them implement their own successful coaching programs. Written by leaders in the field, the book follows the stories of several pioneers who have implemented coaching programs in government, aiming to help coaches learn from their mistakes and gain from their wisdom. Filled with interviews, case studies, reflective questions, and how-to action points, each chapter accessibly highlights the successes and failures of each program's journey so that professionals can incorporate these lessons in their own practice. Chapters take readers from the beginning considerations to contemplating the future of their programs, focusing on setting a vision, overcoming issues and challenges, leveraging predictors of success, making key decisions, building foundations for sustainability, and creating continuing education for sustainment of change. Accessible and relatable, these stories will help professionals learn from those that have come before them, helping them begin the groundswell of change effectively and proactively in their own

programs. This book is essential reading for coaches and government agency leaders, as well as for any public sector agency and any private sector organization that is interested in implementing coaching.

Pro Project Management with SharePoint 2010 Mark Collins 2011-02-25
Many successful project managers are beginning to utilize Microsoft SharePoint to drive their projects and operational initiatives. SharePoint Server provides teams with a centralized location for project information and facilitates collaboration between project team members. The intention of this book is to provide a hands-on case study that you can follow to create a complete project management information system (PMIS) using SharePoint Server 2010. Each chapter is focused on a typical project management activity and demonstrates techniques that can be used to facilitate that activity. The book covers all project phases from managing requirements, implementation, testing and post production support. By the end of the book you'll have a toolbox full of solutions and plenty of working examples. With these you'll be able to build your own PMIS uniquely suited to your organization.

LibreOffice 6.0 Writer Guide LibreOffice Documentation Team 2018-07-31
LibreOffice is a freely-available, full-featured office

suite that runs on Windows, Linux, and macOS. This book is for beginners to advanced users of Writer, the word processing component. It covers setting up Writer to suit the way you work; using styles and templates; working with text, graphics, tables, and forms; formatting pages (page styles, columns, frames, sections, and tables); printing and mail merge; creating tables of contents, indexes, and bibliographies; using master documents and fields; creating PDFs; and more. This book was written by volunteers from the LibreOffice community. Profits from the sale of this book will be used to benefit the community. Free PDFs of this book and its individual chapters are available from <http://www.libreoffice.org/get-help/documentation>

Information Assurance, Security and Privacy Services H. Raghav Rao 2009-05-29 Focuses on Information Assurance, Security and Privacy Services. This book discusses Program Security, Data Security and Authentication, Internet Scourges, Web Security, Usable Security, Human-Centric Aspects, Security, Privacy and Access Control, Economic Aspects of Security, Threat Modeling, Intrusion and Response.

Lovability Brian de Haaff 2017-04-25 Love is the surprising emotion that company builders cannot afford to ignore. Genuine, heartfelt devotion and loyalty from customers — yes, love — is what propels a select few companies ahead. Think about the products and companies that you really care about and how they make you feel. You do not merely like those products, you adore them. Consider your own emotions and a key insight is revealed: Love is central to business. Nobody talks about it, but it is obvious in hindsight. *Lovability: How to Build a Business That People Love and Be Happy Doing It* shares what Silicon Valley-based author and Aha! CEO Brian de Haaff knows from a career of founding successful technology companies and creating award-winning products. He reveals the secret to the phenomenal growth of Aha! and the engine that powers lasting customer devotion — a set of principles that he pioneered and named The

Responsive Method. *Lovability* provides valuable lessons and actionable steps for product and company builders everywhere, including: • Why you should rethink everything you know about building a business • What a product really is • The magic of finding what your customers truly desire • How to turn business strategy and product roadmaps into customer love • Why you should chase company value, not valuation • Surveys to measure your company's lovability Brian de Haaff has spent the last 20 years focused on business strategy, product management, and bringing disruptive technologies to market. And in preparation for writing this book, he interviewed well-known startup founders, product managers, executives, and CEOs at hundreds of name brand and agile organizations. Their experiences, along with headline-grabbing case studies (both inspiring successes and cautionary tales), will help readers discover how to build something that matters. Much has been written about how entrepreneurs build innovative products and successful businesses, but the author's message is original and refreshing. He convincingly explains that there is a better path forward — a people-first way grounded in love. In a business world that has increasingly emphasized hype over substance and get-big-at-any-cost thinking over profitable and sustainable growth, it's time for a new recipe for company success. Insightful, thought-provoking, and sometimes controversial, *Lovability* is the book that you turn to when you know there has to be a better way.

Extreme Programming and Agile Methods - XP/Agile Universe 2004 Carmen Zannier 2004-11-29 It was 1999 when *Extreme Programming Explained* was first published, making this year's event arguably the 5th anniversary of the birth of the XP/Agile movement in software development. Our fourth conference reflected the evolution and the learning that have occurred in these exciting 7 years as agile practices have become part of the mainstream in software development. These pages are the proceedings of XP Agile Universe 2004, held in

beautiful Calgary, gateway to the Canadian Rockies, in Alberta, Canada. Evident in the conference is the fact that our learning is still in its early stages. While at times overlooked, adaptation has been a core principle of agile software development since the earliest literature on the subject. The conference and these proceedings re- force that principle. Although some organizations are able to practice agile methods in the near-pure form, most are not, reflecting just how radically innovative these methods are to this day. Any innovation must coexist with an existing environment and agile software development is no different. There are numerous challenges confronting IT and software development organizations today, with many solutions pitched by a cadre of advocates. Be it CMM, offshoring, outsourcing, security, or one of many other current topics in the industry, teams using or transitioning to Extreme Programming and other agile practices must integrate with the rest of the organization in order to succeed. The papers here offer some of the latest experiences that teams are having in those efforts. XP Agile Universe 2004 consisted of workshops, tutorials, papers, panels, the Open Space session, the Educators' Symposium, keynotes, educational games and industry presentations.

Succeeding with Agile Mike Cohn 2009-10-20 Proven, 100% Practical Guidance for Making Scrum and Agile Work in Any Organization This is the definitive, realistic, actionable guide to starting fast with Scrum and agile—and then succeeding over the long haul. Leading agile consultant and practitioner Mike Cohn presents detailed recommendations, powerful tips, and real-world case studies drawn from his unparalleled experience helping hundreds of software organizations make Scrum and agile work. Succeeding with Agile is for pragmatic software professionals who want real answers to the most difficult challenges they face in implementing Scrum. Cohn covers every facet of the transition: getting started, helping individuals transition to new roles, structuring teams, scaling up, working with a distributed team,

and finally, implementing effective metrics and continuous improvement. Throughout, Cohn presents “Things to Try Now” sections based on his most successful advice. Complementary “Objection” sections reproduce typical conversations with those resisting change and offer practical guidance for addressing their concerns. Coverage includes Practical ways to get started immediately—and “get good” fast Overcoming individual resistance to the changes Scrum requires Staffing Scrum projects and building effective teams Establishing “improvement communities” of people who are passionate about driving change Choosing which agile technical practices to use or experiment with Leading self-organizing teams Making the most of Scrum sprints, planning, and quality techniques Scaling Scrum to distributed, multi-team projects Using Scrum on projects with complex sequential processes or challenging compliance and governance requirements Understanding Scrum’s impact on HR, facilities, and project management Whether you've completed a few sprints or multiple agile projects and whatever your role—manager, developer, coach, ScrumMaster, product owner, analyst, team lead, or project lead—this book will help you succeed with your very next project. Then, it will help you go much further: It will help you transform your entire development organization.

Building Secure and Reliable Systems Heather Adkins 2020-03-16 Can a system be considered truly reliable if it isn't fundamentally secure? Or can it be considered secure if it's unreliable? Security is crucial to the design and operation of scalable systems in production, as it plays an important part in product quality, performance, and availability. In this book, experts from Google share best practices to help your organization design scalable and reliable systems that are fundamentally secure. Two previous O'Reilly books from Google—Site Reliability Engineering and The Site Reliability Workbook—demonstrated how and why a commitment to the

entire service lifecycle enables organizations to successfully build, deploy, monitor, and maintain software systems. In this latest guide, the authors offer insights into system design, implementation, and maintenance from practitioners who specialize in security and reliability. They also discuss how building and adopting their recommended best practices requires a culture that's supportive of such change. You'll learn about secure and reliable systems through: Design strategies Recommendations for coding, testing, and debugging practices Strategies to prepare for, respond to, and recover from incidents Cultural best practices that help teams across your organization collaborate effectively

Agile Data Warehousing for the Enterprise Ralph Hughes 2015-09-19 Building upon his earlier book that detailed agile data warehousing programming techniques for the Scrum master, Ralph's latest work illustrates the agile interpretations of the remaining software engineering disciplines: Requirements management benefits from streamlined templates that not only define projects quickly, but ensure nothing essential is overlooked. Data engineering receives two new "hyper modeling" techniques, yielding data warehouses that can be easily adapted when requirements change without having to invest in ruinously expensive data-conversion programs. Quality assurance advances with not only a stereoscopic top-down and bottom-up planning method, but also the incorporation of the latest in automated test engines. Use this step-by-step guide to deepen your own application development skills through self-study, show your teammates the world's fastest and most reliable techniques for creating business intelligence systems, or ensure that the IT department working for you is building your next decision support system the right way. Learn how to quickly define scope and architecture before programming starts Includes techniques of process and data engineering that enable iterative and incremental delivery Demonstrates how to plan and execute

quality assurance plans and includes a guide to continuous integration and automated regression testing Presents program management strategies for coordinating multiple agile data mart projects so that over time an enterprise data warehouse emerges Use the provided 120-day road map to establish a robust, agile data warehousing program

The Game Narrative Toolbox Tobias Heussner 2015-06-05 Learn how to create compelling game storylines. Four experienced narrative designers from different genres of game development have banded together to create this all-inclusive guide on what it's like to work as a writer and narrative designer in the videogame industry. From concept to final testing, *The Game Narrative Toolbox* walks readers through what role a narrative designer plays on a development team and what the requirements are at every stage of development. Drawing on real experiences, authors Tobias Heussner, Toiya Finley, Ann Lemay, and Jennifer Hepler provide invaluable advice for writing compelling player-centered stories and effective dialogue trees in order to help readers make the switch from prose- or screen- writing to interactive. Accompanying every chapter are exercises that allow the reader to develop their own documentation, outlines, and game-dialogue samples for use in applying for industry jobs or developing independent projects. This first installment of Focal Press's *Game Design Workshops* series is a must-have for individuals looking to create captivating storylines for games. *Story Genius* Lisa Cron 2016-08-09 Following on the heels of Lisa Cron's breakout first book, *Wired for Story*, this writing guide reveals how to use cognitive storytelling strategies to build a scene-by-scene blueprint for a riveting story. It's every novelist's greatest fear: pouring their blood, sweat, and tears into writing hundreds of pages only to realize that their story has no sense of urgency, no internal logic, and so is a page one rewrite. The prevailing wisdom in the writing community is that there are just two ways around this problem: pantsing (winging it) and plotting

(focusing on the external plot). Story coach Lisa Cron has spent her career discovering why these methods don't work and coming up with a powerful alternative, based on the science behind what our brains are wired to crave in every story we read (and it's not what you think). In *Story Genius* Cron takes you, step-by-step, through the creation of a novel from the first glimmer of an idea, to a complete multilayered blueprint—including fully realized scenes—that evolves into a first draft with the authority, richness, and command of a riveting sixth or seventh draft.

Doing Document Analysis Kristin Asdal 2021-12-08 Uniting methods from disciplines across the social sciences and humanities, this hands-on guide develops a novel approach to doing document analysis. The authors present a framework for studying documents that enables you to conduct a rich and systematic analysis of documents in all their diversity. Focussing on document analysis both in practice and as practice, the book provides you with an innovative and versatile toolkit for analysing print and digital documents. It also: Highlights the impacts of digitalisation on documents themselves and the methods used to study them Has a strong focus on research ethics and critical engagement with digital sources Offers practical guidance on preparing and doing a document analysis research project. The book offers insightful perspectives both on the indispensable role of documents in our society and practical advice on how you can best analyse documents and their significance.

Microsoft Word Version 2002 Plain & Simple Jerry Joyce 2001 Presents instructions on the essentials of Microsoft Word, covering such topics as formatting, editing, reviewing, and publishing.

Professional Scrum with Team Foundation Server 2010 Aaron Bjork 2011-04-04 Professional guidance on using Microsoft's Visual Studio toolset for agile project management Focusing on both process and results, this professional guide offers a practical approach to running agile software projects

using Visual Studio's project management templates and tools. You'll first get a thorough overview of the interaction between traditional, scrum-based agile development techniques and the Microsoft Solutions Framework, before drilling down into the detail. The book covers tools, best practices, key templates, key data, team and process models, necessary tracking assets—and a host of other project challenges, such as project communication, organization, and budgets. Shows how to use Microsoft's agile Visual Studio toolset for agile project management Written by leading experts from Microsoft and industry, this is an authoritative guide to agile development for all Microsoft-based projects Teaches basic concepts through best practices for delivering great software on time Covers the interaction of traditional, scrum-based agile development techniques and the Microsoft Solutions Framework Focuses on what must be in place to keep a project on track, including team models, process models, detailed tracking assets, and more Professional Scrum with Team foundation Server 2010 combines theory with practical experience to help experienced software project managers and developers ship reliable software on time.

iWork: The Missing Manual Jessica Thornsby 2014-03-18 Apple's iWork is more versatile than ever now that there are versions for Mac, iOS, and even iCloud. The only thing iWork doesn't include is its own how-to guide. That's where this friendly, jargon-free Missing Manual comes in. With complete instructions and helpful examples, you'll quickly learn how to create stunning documents, slideshows, and spreadsheets with iWork's Pages, Keynote, and Numbers. The important stuff you need to know: Create elegant files in minutes. Save tons of time by using iWork's collection of prebuilt templates and themes. Craft a variety of documents. Use Pages to design attractive newsletters, catalogs, brochures, flyers, and posters. Build eye-popping presentations. Turn Keynote's themes and easy-to-use cinematic effects into beautiful custom slideshows. Organize and clearly convey information. Jazz

up your Numbers spreadsheets with charts, images, and videos. Always have your work on hand. Store your files in iCloud and have them sync automatically to your Mac and iOS devices. Work anywhere, any time. Use the web-based iWork for iCloud to create projects on any computer—even a PC. Versions covered: This edition covers Pages for Mac 5.1, Keynote for Mac 6.1, Numbers for Mac 3.1, version 2.1 of each iOS app, and iWork for iCloud.

Influencer Marketing Duncan Brown 2008-01-28 Influencer Marketing is the most important new approach to marketing in a decade for those professionals at the leading edge of purchasing decision making. It shows that key decision makers in all major markets operate within communities of influencers- because major decisions are too complex and risky to taken in isolation. The 'ecosystems' this creates are full of these critically important people, whose impact on purchasing decisions is both pivotal and misunderstood. This new book demonstrates that- • As mass media impact wanes so the role of influencers grows - marketers need to know why and how to use this knowledge • The impact of blogs, wikis and other social media is that they enable new influencers to emerge, and disperse traditional sources of influence. • Large and small businesses worldwide pour billions of pounds each year into influencing what they think are their influencers. This book shows you that most of that money is being spent on the wrong people, leaving the real influencers all too often untouched. • Influencers do not do the buying, are not obvious, cannot be bought, and start off neutral - which is why their potential to affect sales is so great • Influencers are not all equal - they can be assessed, ranked and prioritised to be used effectively • Influencers can be influenced - the question is how to get to them to generate market awareness, leads and address sales barriers Influencer marketing is closely related to the relentless rise and success of word of mouth (WOM) and relationship marketing, and is now established as one of the

armoury of new techniques professionals must use. For all those involved in marketing and sales this book will be an essential analysis of how to identify who has influence, how they apply it, and how you can turn it to your advantage.

Agile Estimating and Planning Mike Cohn 2005-11-01 Agile Estimating and Planning is the definitive, practical guide to estimating and planning agile projects. In this book, Agile Alliance cofounder Mike Cohn discusses the philosophy of agile estimating and planning and shows you exactly how to get the job done, with real-world examples and case studies. Concepts are clearly illustrated and readers are guided, step by step, toward how to answer the following questions: What will we build? How big will it be? When must it be done? How much can I really complete by then? You will first learn what makes a good plan- and then what makes it agile. Using the techniques in Agile Estimating and Planning , you can stay agile from start to finish, saving time, conserving resources, and accomplishing more. Highlights include: Why conventional prescriptive planning fails and why agile planning works How to estimate feature size using story points and ideal days-and when to use each How and when to re-estimate How to prioritize features using both financial and nonfinancial approaches How to split large features into smaller, more manageable ones How to plan iterations and predict your team's initial rate of progress How to schedule projects that have unusually high uncertainty or schedule-related risk How to estimate projects that will be worked on by multiple teams Agile Estimating and Planning supports any agile, semiagile, or iterative process, including Scrum, XP, Feature-Driven Development, Crystal, Adaptive Software Development, DSDM, Unified Process, and many more. It will be an indispensable resource for every development manager, team leader, and team member.

Design and Build Great Web APIs Mike Amundsen 2020-10-06 APIs are transforming the business world at an increasing pace.

Gain the essential skills needed to quickly design, build, and deploy quality web APIs that are robust, reliable, and resilient. Go from initial design through prototyping and implementation to deployment of mission-critical APIs for your organization. Test, secure, and deploy your API with confidence and avoid the "release into production" panic. Tackle just about any API challenge with more than a dozen open-source utilities and common programming patterns you can apply right away. Good API design means starting with the API-First principle - understanding who is using the API and what they want to do with it - and applying basic design skills to match customers' needs while solving business-critical problems. Use the Sketch-Design-Build method to create reliable and scalable web APIs quickly and easily without a lot of risk to the day-to-day business operations. Create clear sequence diagrams, accurate specifications, and machine-readable API descriptions all reviewed, tested, and ready to turn into fully-functional NodeJS code. Create reliable test collections with Postman and implement proper identity and access control security with AuthO-without added cost or risk to the company. Deploy all of this to Heroku using a continuous delivery approach that pushes secure, well-tested code to your public servers ready for use by both internal and external developers. From design to code to test to deployment, unlock hidden business value and release stable and scalable web APIs that meet customer needs and solve important business problems in a consistent and reliable manner.

Software Requirements Karl Wiegiers 2013-08-15 Now in its third edition, this classic guide to software requirements engineering has been fully updated with new topics, examples, and guidance. Two leaders in the requirements community have teamed up to deliver a contemporary set of practices covering the full range of requirements development and management activities on software projects. Describes practical, effective, field-tested techniques for managing the requirements

engineering process from end to end. Provides examples demonstrating how requirements "good practices" can lead to fewer change requests, higher customer satisfaction, and lower development costs. Fully updated with contemporary examples and many new practices and techniques. Describes how to apply effective requirements practices to agile projects and numerous other special project situations. Targeted to business analysts, developers, project managers, and other software project stakeholders who have a general understanding of the software development process. Shares the insights gleaned from the authors' extensive experience delivering hundreds of software-requirements training courses, presentations, and webinars. New chapters are included on specifying data requirements, writing high-quality functional requirements, and requirements reuse. Considerable depth has been added on business requirements, elicitation techniques, and nonfunctional requirements. In addition, new chapters recommend effective requirements practices for various special project situations, including enhancement and replacement, packaged solutions, outsourced, business process automation, analytics and reporting, and embedded and other real-time systems projects.

User Stories Applied Mike Cohn 2004-03-01 Thoroughly reviewed and eagerly anticipated by the agile community, User Stories Applied offers a requirements process that saves time, eliminates rework, and leads directly to better software. The best way to build software that meets users' needs is to begin with "user stories": simple, clear, brief descriptions of functionality that will be valuable to real users. In User Stories Applied, Mike Cohn provides you with a front-to-back blueprint for writing these user stories and weaving them into your development lifecycle. You'll learn what makes a great user story, and what makes a bad one. You'll discover practical ways to gather user stories, even when you can't speak with your users. Then, once you've compiled your user stories, Cohn shows how to organize them,

prioritize them, and use them for planning, management, and testing. User role modeling: understanding what users have in common, and where they differ Gathering stories: user interviewing, questionnaires, observation, and workshops Working with managers, trainers, salespeople and other "proxies" Writing user stories for acceptance testing Using stories to prioritize, set schedules, and estimate release costs Includes end-of-chapter practice questions and exercises User Stories Applied will be invaluable to every software developer, tester, analyst, and manager working with any agile method: XP, Scrum... or even your own home-grown approach.

WAgile Project Management in 30 Minutes Suzanne Miller 2021-07-04 Are you a Project Manager, an unofficial Project Manager, an accidental Project Manager or simply interested in the secrets of great project management? Have you ever wondered why some projects are successful, and others over-run, overspend and do not deliver the expected benefits? Maybe you have been unfortunate enough to lead, sponsor, or be part of a project that was so out of control it was abandoned. The top three requisites a project manager must fulfil are control, visibility, and pace. Agile principles and Waterfall project life cycle are opposite ends of the spectrum. Neither will deliver all three, however, the right combination of the key components will revolutionise how you approach project management. Covering... 1. Agile Principles 2. Waterfall Project Management 3. Why we need WAgile 4. When is WAgile appropriate 5. Areas to consider when designing a WAgile project · Planning Approach · Stakeholder/Customer Engagement · Requirements Gathering · Communication · Quality · Testing · Documentation · Governance 6. The WAgile Process This book is not intended as a substitute for project management training and exams. Rather it is a practical guide to applying your own learning for best results. To encourage, motivate and inspire you to find your perfect recipe each time you step up to the project plate. You may find yourself violently disagreeing with

some of the content, which is excellent. It means you are thinking about what will work best in your industry, for your business needs, and can develop a hybrid project management framework that is fit for purpose for your circumstances. This concise short read will get you ready to take on a leadership role and set your projects up for success. BUY NOW and show your team you can lead effectively as soon as tomorrow.

Testing IT John Watkins 2010-12-06 Testing IT provides a complete, off-the-shelf software testing process framework for any testing practitioner who is looking to research, implement, roll out, adopt, and maintain a software testing process. It covers all aspects of testing for software developed or modified in-house, modified or extended legacy systems, and software developed by a third party. Software professionals can customize the framework to match the testing requirements of any organization, and six real-world testing case studies are provided to show how other organizations have done this. Packed with a series of real-world case studies, the book also provides a comprehensive set of downloadable testing document templates, proformas, and checklists to support the process of customizing. This new edition demonstrates the role and use of agile testing best practices and includes a specific agile case study.

XML and InDesign Dorothy J. Hoskins 2013-01-11 Discover the power of XML publishing with InDesign, and create content for multiple applications—including digital-first publishing workflows. With this book, XML evangelist Dorothy Hoskins teaches you several techniques for working with the built-in XML capabilities of InDesign CS6, using real examples from a college course-catalog project. Learn how to import database content into InDesign, and tag existing InDesign content as XML for export to other applications. InDesign also lets you apply attractive styling to XML content that can't be done with XSL-FO. Through step-by-step instructions, code examples, and lots of screen shots, you'll discover how using XML with InDesign increases the value of

your content. Get an overview of structured (XML) content Learn InDesign's XML import options, including XML image information Mingle XML and non-XML content in a text flow Use InDesign as an XML "skin" by making templates with new style definitions Put content in "XML order" for export to EPUB, with InDesign CS5.5 and CS6 Dive into advanced topics, such as how to transform XML with XSL Understand InDesign's potential and limitations with complex content models such as DocBook and DITA Professional Application Lifecycle Management with Visual Studio 2013 Mickey Gousset 2014-03-26 Ramp up your software development with this comprehensive resource Microsoft's Application Lifecycle Management (ALM) makes software development easier and now features support for iOS, MacOS, Android, and Java development. If you are an application developer, some of the important factors you undoubtedly consider in selecting development frameworks and tools include agility, seamless collaboration capabilities, flexibility, and ease of use. Microsoft's ALM suite of productivity tools includes new functionality and extensibility that are sure to grab your attention. Professional Application Lifecycle Management with Visual Studio 2013 provides in-depth coverage of these new capabilities. Authors Mickey Gousset, Martin Hinshelwood, Brian A. Randell, Brian Keller, and Martin Woodward are Visual Studio and ALM experts, and their hands-on approach makes adopting new ALM functionality easy. Streamline software design and deployment with Microsoft tools and methodologies Gain a practical overview of ALM with step-by-step guides and reference material Case studies illustrate specific functionality and provide in-depth instruction Use new capabilities to support iOS, MacOS, Android and Java development Discover this comprehensive solution for modeling, designing, and coordinating enterprise software deployments Over 100 pages of new content, forward-compatible with new product releases Professional Application Lifecycle Management with Visual Studio 2013 provides a

complete framework for using ALM to streamline software design and deployment processes using well-developed Microsoft tools and methodologies. Professional Application Lifecycle Management with Visual Studio 2013 is your guide to make use of newly-available ALM features to take your enterprise software development to the next level.

R Markdown Yihui Xie 2018-07-27 R Markdown: The Definitive Guide is the first official book authored by the core R Markdown developers that provides a comprehensive and accurate reference to the R Markdown ecosystem. With R Markdown, you can easily create reproducible data analysis reports, presentations, dashboards, interactive applications, books, dissertations, websites, and journal articles, while enjoying the simplicity of Markdown and the great power of R and other languages. In this book, you will learn Basics: Syntax of Markdown and R code chunks, how to generate figures and tables, and how to use other computing languages Built-in output formats of R Markdown: PDF/HTML/Word/RTF/Markdown documents and ioslides/Slidy/Beamer/PowerPoint presentations Extensions and applications: Dashboards, Tufte handouts, xaringan/reveal.js presentations, websites, books, journal articles, and interactive tutorials Advanced topics: Parameterized reports, HTML widgets, document templates, custom output formats, and Shiny documents. Yihui Xie is a software engineer at RStudio. He has authored and co-authored several R packages, including knitr, rmarkdown, bookdown, blogdown, shiny, xaringan, and animation. He has published three other books, Dynamic Documents with R and knitr, bookdown: Authoring Books and Technical Documents with R Markdown, and blogdown: Creating Websites with R Markdown. J.J. Allaire is the founder of RStudio and the creator of the RStudio IDE. He is an author of several packages in the R Markdown ecosystem including rmarkdown, flexdashboard, learnr, and radix. Garrett Golemund is the co-author of R for Data Science and author of Hands-On

Programming with R. He wrote the lubridate R package and works for RStudio as an advocate who trains engineers to do data science with R and the Tidyverse.

Word 2007 Chris Grover 2007 Updated to incorporate the latest features, tools, and functions of the new version of the popular word processing software, a detailed manual explains all the basics, as well as how to create sophisticated page layouts, insert forms and tables, use graphics, and create book-length documents with outlines and Master Documents. Original. (All Users)

SharePoint 2010 Enterprise Architect's Guidebook Brian Wilson 2012-03-06 Tips and techniques for becoming a successful SharePoint architect If you're eager to design and architect a successful deployment of SharePoint 2010, then this is the book for you. Packed with real-world experiences and solid processes, this guidebook provides you with everything you need to perform for designing and architecting enterprise portal services. Helpful examples examine the common design issues affecting SharePoint 2010 environments that can cause deployments to fail so you can learn what to avoid. Plus, key development and deployment issues are covered from an architecture perspective and backup and disaster recovery planning are described at length. Details the skills and attributes necessary in order to design and architect successful SharePoint 2010 deployments Provides real-world scenarios and helpful examples of various types of enterprise portal services Discusses corporate Intranet service, enterprise content management, team collaboration services, enterprise search service, and more Addresses marketing your SharePoint 2010 solution to users to ensure they are aware of the services you provide With SharePoint 2010 Enterprise Architect's Guidebook, you'll quickly discover the requirements for designing a successful SharePoint 2010 deployment.

A Guidebook of Business Templates, Forms and Tools: First

Edition Zakir Ahamed 2014-07-25 A collection of over 80 commonly occurring business templates and forms that covers a wide range of topics including project management, human resource management, resumes and interviews, lean and six sigma, meetings and workshops, general management and procurement.

How to Start a Business Analyst Career Laura Brandenburg 2015-01-02 You may be wondering if business analysis is the right career choice, debating if you have what it takes to be successful as a business analyst, or looking for tips to maximize your business analysis opportunities. With the average salary for a business analyst in the United States reaching above \$90,000 per year, more talented, experienced professionals are pursuing business analysis careers than ever before. But the path is not clear cut. No degree will guarantee you will start in a business analyst role. What's more, few junior-level business analyst jobs exist. Yet every year professionals with experience in other occupations move directly into mid-level and even senior-level business analyst roles. My promise to you is that this book will help you find your best path forward into a business analyst career. More than that, you will know exactly what to do next to expand your business analysis opportunities.

Fifty Quick Ideas to Improve Your User Stories Gojko Adzic 2014-10-15 This book will help you write better stories, spot and fix common issues, split stories so that they are smaller but still valuable, and deal with difficult stuff like crosscutting concerns, long-term effects and non-functional requirements. Above all, this book will help you achieve the promise of agile and iterative delivery: to ensure that the right stuff gets delivered through productive discussions between delivery team members and business stakeholders. Who is this book for? This is a book for anyone working in an iterative delivery environment, doing planning with user stories. The ideas in this book are useful both to people relatively new to user stories and those who have been

working with them for years. People who work in software delivery, regardless of their role, will find plenty of tips for engaging stakeholders better and structuring iterative plans more effectively. Business stakeholders working with software teams will discover how to provide better information to their delivery groups, how to set better priorities and how to outrun the competition by achieving more with less software. What's inside? Unsurprisingly, the book contains exactly fifty ideas. They are grouped into five major parts: - Creating stories: This part deals with capturing information about stories before they get accepted into the delivery pipeline. You'll find ideas about what kind of information to note down on story cards and how to quickly spot potential problems. - Planning with stories: This part contains ideas that will help you manage the big-picture view, set milestones and organise long-term work. - Discussing stories: User stories are all about effective conversations, and this part contains ideas to improve discussions between delivery teams and business stakeholders. You'll find out how to discover hidden assumptions and how to facilitate effective conversations to ensure shared understanding. - Splitting stories: The ideas in this part will help you deal with large and difficult stories, offering several strategies for dividing them into smaller chunks that will help you learn fast and deliver value quickly. - Managing iterative delivery: This part contains ideas that will help you work with user stories in the short and mid term, manage capacity, prioritise and reduce scope to achieve the most with the least software. About the authors: Gojko Adzic is a strategic software delivery consultant who works with ambitious teams to improve the quality of their software products and processes. Gojko's book Specification by Example was awarded the #2 spot on the top 100 agile books for 2012 and won the Jolt Award for the best book of 2012. In 2011, he was voted by peers as the most influential agile testing professional, and his blog won the UK agile award for the best online publication in 2010. David Evans

is a consultant, coach and trainer specialising in the field of Agile Quality. David helps organisations with strategic process improvement and coaches teams on effective agile practice. He is regularly in demand as a conference speaker and has had several articles published in international journals.

The Professional Organizer's Complete Business Guide Lisa Steinbacher 2004 Everything you need to know to start your own professional organizing business. Includes forms and sample documents.

Agile Software Requirements Dean Leffingwell 2010-12-27 "We need better approaches to understanding and managing software requirements, and Dean provides them in this book. He draws ideas from three very useful intellectual pools: classical management practices, Agile methods, and lean product development. By combining the strengths of these three approaches, he has produced something that works better than any one in isolation." -From the Foreword by Don Reinertsen, President of Reinertsen & Associates; author of Managing the Design Factory; and leading expert on rapid product development Effective requirements discovery and analysis is a critical best practice for serious application development. Until now, however, requirements and Agile methods have rarely coexisted peacefully. For many enterprises considering Agile approaches, the absence of effective and scalable Agile requirements processes has been a showstopper for Agile adoption. In Agile Software Requirements, Dean Leffingwell shows exactly how to create effective requirements in Agile environments. Part I presents the "big picture" of Agile requirements in the enterprise, and describes an overall process model for Agile requirements at the project team, program, and portfolio levels Part II describes a simple and lightweight, yet comprehensive model that Agile project teams can use to manage requirements Part III shows how to develop Agile requirements for complex systems that require the cooperation of multiple teams Part IV guides enterprises in

developing Agile requirements for ever-larger “systems of systems,” application suites, and product portfolios This book will help you leverage the benefits of Agile without sacrificing the value of effective requirements discovery and analysis. You’ll find proven solutions you can apply right now—whether you’re a software developer or tester, executive, project/program manager, architect, or team leader.

User Story Mapping Jeff Patton 2014-09-05 User story mapping is a valuable tool for software development, once you understand why and how to use it. This insightful book examines how this often misunderstood technique can help your team stay focused on users and their needs without getting lost in the enthusiasm for individual product features. Author Jeff Patton shows you how changeable story maps enable your team to hold better conversations about the project throughout the development process. Your team will learn to come away with a shared understanding of what you’re attempting to build and why. Get a high-level view of story mapping, with an exercise to learn key concepts quickly Understand how stories really work, and how they come to life in Agile and Lean projects Dive into a story’s lifecycle, starting with opportunities and moving deeper into discovery Prepare your stories, pay attention while they’re built, and learn from those you convert to working software

Fundamentals of Game Design Ernest Adams 2013-12-19 Now in its third edition, the classic book on game design has been completely revised to include the latest developments in the game industry. Readers will learn all the fundamentals of concept development, gameplay design, core mechanics, user interfaces, storytelling, and balancing. They’ll be introduced to designing for mobile devices and touch screens, as well as for the Kinect and motion-capture gameplay. They’ll learn how indie developers are pushing the envelope and how new business models such as free-to-play are influencing design. In an easy-to-follow approach, Adams offers a first-hand look into the process of designing a

game, from initial concept to final tuning. This in-depth resource also comes with engaging end-of-chapter exercises, design worksheets, and case studies.

The Project Manager's Guide to Mastering Agile Charles G. Cobb 2015-01-05 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 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 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.

Telling Stories Ben Rinzler 2009-05-27 From System Designers to Top Management, Everyone loves a good story. Once upon a time, it was well understood that stories teach better than plain facts. Why then are most software requirements documents a baffling hodge-podge of diagrams, data dictionaries, and bullet points, held together by little more than a name and a staple? *Telling Stories* teaches you to combine proven standards of requirements analysis with the most ancient and effective tool for sharing information, the narrative. *Telling Stories* simplifies and refines the classic methods of Structured Analysis, providing organization, design, and old-fashioned writing advice. Whether you're just getting started or an experienced requirements writer, *Telling Stories* can help you turn dull, detailed material into an engaging, logical, and readable story, a story that can make the difference for your project and your career. Learn why readers believe and remember what they learn from stories. Work with team members to gather content, tell their stories, and win their support. Use stories to find every requirement. Create diagrams that almost tell the story on their own (while looking clear and professional). Explain everything important about a process. Use precise language to remove the ambiguity from requirements. Write a forceful executive summary that stands on its own and sells a project to senior management. Summarize often to keep the reader focused on key issues. Structure the document so every part has a clear place and purpose.

LibreOffice 5.4 Writer Guide LibreOffice Documentation Team 2018 LibreOffice is a freely-available, full-featured office suite that runs on Windows, Linux, and Mac OS X. This book is for

beginners to advanced users of Writer, the word processing component. It covers setting up Writer to suit the way you work; using styles and templates; working with text, graphics, tables, and forms; formatting pages (page styles, columns, frames, sections, and tables); printing and mail merge; creating tables of contents, indexes, and bibliographies; using master documents and fields; creating PDFs; and more. This book was written by volunteers from the LibreOffice community. Profits from the sale of this book will be used to benefit the community. Free PDFs of this book and its individual chapters are available from <http://www.libreoffice.org/get-help/documentation>

User Stories Applied Mike Cohn 2004 "Offers a requirements process that saves time, eliminates rework, and leads directly to better software. A great way to build software that meets users' needs is to begin with 'user stories': simple, clear, brief descriptions of functionality that will be valuable to real users. ... [the author] provides you with a front-to-back blueprint for writing these user stories and weaving them into your development lifecycle. You'll learn what makes a great user story, and what makes a bad one. You'll discover practical ways to gather user stories, even when you can't speak with your users. Then, once you've compiled your user stories, [the author] shows how to organize them, prioritize them, and use them for planning, management, and testing"--Back cover.

Requirements Modeling And Coding: An Object-oriented Approach Liping Liu 2020-10-20 Requirements Modeling and Coding attempts to bridge the gap between modeling and coding and serves the growing trend of agile development better than existing textbooks in the area. Instead of using toy tools to create modeling and coding examples, the author teaches IBM Rational Rhapsody as a modeling tool and Microsoft Visual C# as a programming tool. C# is the purest object-oriented programming language and the best tool for developing graphical user interfaces, while Rhapsody is a visual development environment

that real software developers use to create real-time or embedded systems. This book serves as a text for a capstone course on Systems Analysis and Design in Information Systems programs. It conceptualizes business objects and functions, develops business models and software architectures, and enriches the models and the architectures by storyboarding use cases along with user interface designs. Instructor's resources are provided for free to instructors who adopt the book as textbook. Please send your request to sales@wspc.com.

A Project Manager's Book of Templates Cynthia Snyder Dionisio 2022-11-14 A PROJECT MANAGER'S BOOK OF TEMPLATES A helpful compendium of ready-made templates for managing every project in alignment with the latest PMBOK® Guide, 7th ed. Project Management is a growing discipline that has seen considerable recent development. Project managers are now expected to deploy predictive and adaptive methods, and to draw upon a considerable base of knowledge in developing and formalizing project plans. The Project Management Institute

(PMI) publishes the authoritative Project Management Body of Knowledge (PMBOK® Guide), which contains the global standard for the Project Management profession. A Project Manager's Book of Templates is a vital companion to the PMBOK® Guide, providing a comprehensive set of templates and reports that helps project managers translate the content of the Guide into practical applications. It promises to be an indispensable resource for professionals in this fast-moving field. A Project Manager's Book of Templates readers will also find: Templates covering all types of work, such as starting, planning, project documents, logs and registers, and reports and audits. Templates representing all updated features of the PMBOK® Guide, including hybrid, adaptive and iterative practices, including Agile Easy, readable structure that moves project managers through the different types of work that is performed in project A Project Manager's Book of Templates is an essential companion for those preparing for the PMP Certification Exam, as well as practitioners and consultants to a range of global industries.