

Software Project Handover Document Template

The Principles of Project Management lays out clear steps that anyone can follow to get projects done right, and delivered on time. This full color book covers: Why Project Management is important The 6 fundamental truths of project management Getting started: Discovering, Initiating, Planning and Resourcing a project Getting the Job Done: Executing and controlling Keeping it Smooth: Communication, collaboration and managing change Following through: Ongoing support and maintenance, measuring operational success Resources: Review of various tools, recommended reading, professional resources for project management Short, and to the point, this book aims to do to provide a solid foundation for anyone who finds themselves responsible for executing projects. From the Back Cover Every project you manage will be unique. Scope, budgets, team dynamics, and timeframes will differ. As a project manager, the most important factor in achieving project success will be your understanding of The Principles Of Project Management. This book will show you that project management isn't rocket science: using the information contained in this book, you'll deliver projects on time and on budget, again and again. With The Principles Of Project Management you'll: Learn how to start every project on the right foot. Master the planning, execution, and control of your projects. Discover the secrets of effective communication and change management. Identify project warning signals and learn to keep your projects on track. Understand the benefits of using the right tools, resources, and people. Learn how to give a superstar project handover. And much, much more

This practice-oriented book explores a variety of cross-project topics and specific aspects of

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different project phases. It also offers tips, examples, templates and checklists, and discusses concrete problems and solutions from project practice in IT and the automotive industry. The authors combine their extensive practical experience in years of project work with relevant project-management theory. Each chapter begins with a list of the learning objectives and concludes with a summary of the insights provided. Accordingly, the book offers a valuable resource for: Beginners wishing to acquire basic project management skills Participants in more advanced project management training who are looking for instructional material Project management experts who want to learn about further aspects, and to employ templates and checklists for even more successful projects

Agile Java™ Development With Spring, Hibernate and Eclipse is a book about robust technologies and effective methods which help bring simplicity back into the world of enterprise Java development. The three key technologies covered in this book, the Spring Framework, Hibernate and Eclipse, help reduce the complexity of enterprise Java development significantly. Furthermore, these technologies enable plain old Java objects (POJOs) to be deployed in light-weight containers versus heavy-handed remote objects that require heavy EJB containers. This book also extensively covers technologies such as Ant, JUnit, JSP tag libraries and touches upon other areas such as such logging, GUI based debugging, monitoring using JMX, job scheduling, emailing, and more. Also, Extreme Programming (XP), Agile Model Driven Development (AMDD) and refactoring are methods that can expedite the software development projects by reducing the amount of up front requirements and design; hence these methods are embedded throughout the book but with just enough details and examples to not sidetrack the focus of this book. In addition, this book contains well separated,

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subjective material (opinion sidebars), comic illustrations, tips and tricks, all of which provide real-world and practical perspectives on relevant topics. Last but not least, this book demonstrates the complete lifecycle by building and following a sample application, chapter-by-chapter, starting from conceptualization to production using the technology and processes covered in this book. In summary, by using the technologies and methods covered in this book, the reader will be able to effectively develop enterprise-class Java applications, in an agile manner!

A Practical Approach to Software Quality Springer Science & Business Media

BIM (Building Information Modelling) is transforming working practices across the built environment sector, as clients, professionals, contractors and manufacturers throughout the supply chain grasp the opportunities that BIM presents. The first book ever to focus on the implementation of BIM processes in landscape and external works, BIM for Landscape will help landscape professionals understand what BIM means for them. This book is intended to equip landscape practitioners and practices to meet the challenges and reap the rewards of working in a BIM environment - and to help professionals in related fields to understand how BIM processes can be brought into landscape projects. BIM offers significant benefits to the landscape profession, and heralds a new chapter in inter-disciplinary relationships. BIM for Landscape shows how BIM can enhance collaboration with other professionals and clients, streamline information processes, improve decision-making and deliver well-designed landscape projects that are right first time, on schedule and on budget. This book looks at the organisational, technological and professional practice implications of BIM adoption. It discusses in detail the standards, structures and information processes that form BIM Level

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2-compliant workflows, highlighting the role of the landscape professional within the new ways of working that BIM entails. It also looks in depth at the digital tools used in BIM projects, emphasising the 'information' in Building Information Modelling, and the possibilities that data-rich models offer in landscape design, maintenance and management. BIM for Landscape will be an essential companion to the landscape professional at any stage of their BIM journey. This book contains the refereed proceedings of the 17th International Conference on Agile Software Development, XP 2016, held in Edinburgh, UK, in May 2016. While agile development has already become mainstream in industry, this field is still constantly evolving and continues to spur an enormous interest both in industry and academia. To this end, the XP conference attracts a large number of software practitioners and researchers, providing a rare opportunity for interaction between the two communities. The 14 full papers accepted for XP 2016 were selected from 42 submissions. Additionally, 11 experience reports (from 25 submissions) 5 empirical studies (out of 12 submitted) and 5 doctoral papers (from 6 papers submitted) were selected, and in each case the authors were shepherded by an experienced researcher. Generally, all of the submitted papers went through a rigorous peer-review process.

Although the data in healthcare comes from and relates to patients, it has generally been the clinician and not the patient who has been seen as the end-user of health information or health information technology. This seems set to change though, as the evolution of new online tools and mobile applications has led to the growth of a grass-roots effort from patients to change their role and involvement in their own health management. This book presents papers from the Information Technology and Communications in Health conference, ITCH 2015, held in

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Victoria, Canada, in February 2015. The theme of this conference is patient-centered care, and not only were contributors asked to consider the role and voice of the patient, but patients themselves were invited to contribute papers describing their experiences in healthcare and their use of their own data. The papers included here reflect not only informatics innovations in the field, but also explore how to involve patients in the design process, implementation and long-term use of health information systems, and will be of interest to researchers, health practitioners and patients alike.

Successful software depends not only on technical excellence but on how members of the software team work together. Written in easy to understand language by a leading expert in the field, this ground-breaking volume provides an overview of the team culture required to develop quality software. Reflecting the different views on the nature of software quality, the book helps groups in a software team to communicate more effectively and to overcome the conflict created by their different perceptions of quality. You learn the roles and activities of team members (including customers) throughout the life of a software product, from before the software development starts and during the software development lifecycle, to after the software has been deployed and is in use.

A Practical Approach To Building Small To Medium Software Systems For Real Business Clients Based on more than 100 actual commercial projects, this book clearly explains how to run an agile software development project that delivers high-quality, high-value solutions to business clients. It concentrates on the practical, social, business, and management aspects as well as the technical issues involved. Professor Holcombe successfully connects readers with the wave of "Agile 2.0" concepts that take the techniques of agile development and place

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them in the service of business goals. Since it is widely believed that the use of Windows XP will become much more common in coming years, readers should be armed with cutting-edge knowledge of the latest practices in the field. Further features of the book include: Case studies provide real-world examples and describe how XP was introduced into the environment Analysis is provided to help readers determine which elements of XP are suitable for the unique challenges and environments for different projects Problems of a failing agile project and how they can be fixed are covered, including insight into which managerial techniques can be employed An Instructor's Guide provides practical advice on how to motivate students, organize real group projects, and deal, in a simple and effective way, with many of the problems that arise A sample syllabus, sample tests, and additional case study information are available on an instructor's password-protected ftp site Running an Agile Software Development Project is an indispensable guide for professional software developers, engineers, and project managers interested in learning how to use agile processes. It is also a valuable textbook for advanced undergraduate- and graduate-level students in computer engineering and software engineering courses.

'User-designer relations' concerns the sorts of working relationships that arise between developers and end users of IT products - the different ways designers of IT products seek to engage with users, and the ways users seek to influence product design. It is through the shifting patterns of these relations that IT products are realised. Although it has generally been accepted that achieving better user-designer relations will improve the quality of IT products, there has been little consensus on how this might be achieved. This book aims to deepen our understanding of the relationships between users and designers both as they emerge in the

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wild and as a consequence of our attempts to intervene. Through a series of case studies the book juxtaposes in-depth explorations of different perspectives and approaches to thinking about - and doing - user-designer relations, considering important implications for design and computer science more generally.

Based on the experiences of nine partners from fields as diverse as oil and gas production, transportation, aerospace, nuclear power, and defense, this work presents an in-depth examination of the issues involved in assuring consistent functionality of safety software through rigorous testing. This handbook presents clear guidelines on leading practices of testing safety-related software, including the latest IEEE and IEC standards.

A brief but comprehensive introduction to the field and pragmatic guidance on the implementation of a sound quality system in the organization. It provides an enhanced knowledge of software inspections, metrics, process involvement, assessment of organization, problem solving, customer satisfaction surveys, the CMM, SPICE, and formal methods. Sample material on software inspections, metrics, and customer satisfaction can be adapted by readers to their respective organizations. In addition, readers will gain a detailed understanding of the principles of software quality management and software process improvement. Concepts can then be readily applied to assist improvement programs within organizations.

Information Systems Development (ISD) progresses rapidly, continually creating new challenges for the professionals involved. New concepts, approaches and techniques of systems development emerge constantly in this field. Progress in ISD comes from research as well as from practice. This conference will discuss issues pertaining to information systems

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development (ISD) in the inter-networked digital economy. Participants will include researchers, both experienced and novice, from industry and academia, as well as students and practitioners. Themes will include methods and approaches for ISD; ISD education; philosophical, ethical, and sociological aspects of ISD; as well as specialized tracks such as: distributed software development, ISD and knowledge management, ISD and electronic business / electronic government, ISD in public sector organizations, IOS.

Data science, machine learning and artificial intelligence (AI) can have game-changing impacts for businesses, empowering them to increase operational efficiency, improve the quality of their services and understand their customers better. Yet for these benefits to be realised, data science initiatives must be designed and executed in a sensible way. Often these projects, while successful from a scientific standpoint, miss the mark in terms of business impact. Many business leaders are left feeling unsettled, balancing the need for innovation and the adoption of revolutionary technologies with an uncomfortable degree of uncertainty and risk of failure. For the data scientist the situation can be equally unnerving, with uncertainties about how to deliver a successful project when the path is not clear. Yet, these uncertainties and risks -- for the business leader and the data scientist alike -- can be controlled and managed if approached in a sensible manner. Your authors have designed and delivered hundreds of projects across a wide range of industries. We have made many mistakes, and in the process we have learned what works well and where the common pitfalls lie. We wrote this book to share our experiences in hopes that it will help the reader -- whether a data science practitioner or a business leader -- reduce these risks and design projects that have the greatest chance of success. Much of the content in this guide is derived from lessons we have

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given to our students. Here we have gathered, organised and expanded on those bits of advice to serve as a resource for anyone considering embarking on a data science journey. We share our approach to data science projects, addressing topics such as alignment to business imperatives, project design, project delivery and evaluation of success. Data science can be an exciting, invigorating field, and for the business leader, it can bring about revolutionary changes to an organisation that can come with huge returns on investment and value added. For the data scientist, designing and delivering successful projects is rewarding, stimulating and tremendously gratifying. We hope this guide gives you the confidence to understand the risks and approach your project in a sensible way.

Roughly half of all project managers have to lead customer projects as profit centers on contractor side with two big objectives: making the customer happy and bringing money home. Customer projects are a high-risk business on both sides, customers and contractors, but the dynamics of this business have so far been mostly ignored in literature. The book is intended to fill this gap. The book helps project managers better understand the dynamics of customer projects under contract from business development through handover and find solutions for common problems. A central aspect is international contract laws, an often underestimated factor in projects.

Readers discover exciting opportunities and challenges in technology today with Schwalbe's INFORMATION TECHNOLOGY PROJECT MANAGEMENT, 8E. This unique book demonstrates principles distinctive to managing information technology (IT). No book offers more insights and tools for IT project management success, including updates that reflect the latest PMBOK Guide. This edition weaves theory with successful practices for an integrated

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focus on the concepts, tools, and techniques that are most effective today. This is the only text to apply all 10 project management knowledge areas to IT projects. Readers master skills in project integration, scope, time, cost, quality, human resource, communications, risk, procurement, and stakeholder management as well as all five process groups -- initiating, planning, executing, monitoring and controlling, and closing. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

In previous years, setting up IT infrastructure involved just the preparation of the data center. It has become much more complex and evolved today. The infrastructure includes not only the data center facility, but also the entire organization by providing internet connectivity to customers, vendors, and company executives on the move. Mastering IT Project Management is the first book to detail how to create IT infrastructure rather than simply describe how to manage the IT function or software development. This unique and comprehensive reference covers all aspects needed to successfully manage this type of project in an organization. J. Ross Publishing offers an add-on at a nominal cost — Downloadable, customizable tools and templates ready for immediate implementation.

The first edition of the Code of Practice for Project Management for Construction and Development, published in 1992, was groundbreaking in many ways. Now in

its fifth edition, prepared by a multi-institute task force coordinated by the CIOB and including representatives from RICS, RIBA, ICE, APM and CIC, it continues to be the authoritative guide and reference to the principles and practice of project management in construction and development. Good project management in construction relies on balancing the key constraints of time, quality and cost in the context of building functionality and the requirements for sustainability within the built environment. Thoroughly updated and restructured to reflect the challenges that the industry faces today, this edition continues to drive forward the practice of construction project management. The principles of strategic planning, detailed programming and monitoring, resource allocation and effective risk management, widely used on projects of all sizes and complexity, are all fully covered. The integration of Building Information Modelling at each stage of the project life is a feature of this edition. In addition, the impact of trends and developments such as the internationalisation of construction projects and the drive for sustainability are discussed in context. Code of Practice will be of particular value to clients, project management professionals and students of construction, as well as to the wider construction and development industries. Much of the information will also be relevant to project management professionals operating in other commercial spheres.

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A comprehensive book on project management, covering all principles and methods with fully worked examples, this book includes both hard and soft skills for the engineering, manufacturing and construction industries. Ideal for engineering project managers considering obtaining a Project Management Professional (PMP) qualification, this book covers in theory and practice, the complete body of knowledge for both the Project Management Institute (PMI) and the Association of Project Management (APM). Fully aligned with the latest 2005 updates to the exam syllabi, complete with online sample Q&A, and updated to include the latest revision of BS 6079 (British Standards Institute Guide to Project Management in the Construction Industry), this book is a complete and valuable reference for anyone serious about project management. • The complete body of knowledge for project management professionals in the engineering, manufacturing and construction sectors • Covers all hard and soft topics in both theory and practice for the newly revised PMP and APMP qualification exams, along with the latest revision of BS 6079 standard on project management in the construction industry • Written by a qualified PMP exam accreditor and accompanied by online Q&A resources for self-testing

A new edition of the most popular book of project management case studies, expanded to include more than 100 cases plus a "super case" on the Iridium

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Project Case studies are an important part of project management education and training. This Fourth Edition of Harold Kerzner's Project Management Case Studies features a number of new cases covering value measurement in project management. Also included is the well-received "super case," which covers all aspects of project management and may be used as a capstone for a course. This new edition: Contains 100-plus case studies drawn from real companies to illustrate both successful and poor implementation of project management Represents a wide range of industries, including medical and pharmaceutical, aerospace, manufacturing, automotive, finance and banking, and telecommunications Covers cutting-edge areas of construction and international project management plus a "super case" on the Iridium Project, covering all aspects of project management Follows and supports preparation for the Project Management Professional (PMP®) Certification Exam Project Management Case Studies, Fourth Edition is a valuable resource for students, as well as practicing engineers and managers, and can be used on its own or with the new Eleventh Edition of Harold Kerzner's landmark reference, Project Management: A Systems Approach to Planning, Scheduling, and Controlling. (PMP and Project Management Professional are registered marks of the Project Management Institute, Inc.)

The sudden arrival of Building Information Modelling (BIM) as a key part of the building industry is redefining the roles and working practices of its stakeholders. Many clients, designers, contractors, quantity surveyors, and building managers are still finding their feet in an industry where BIM compliance can bring great rewards. This guide is designed to help quantity surveying practitioners and students understand what BIM means for them, and how they should prepare to work successfully on BIM compliant projects. The case studies show how firms at the forefront of this technology have integrated core quantity surveying responsibilities like cost estimating, tendering, and development appraisal into high profile BIM projects. In addition to this, the implications for project management, facilities management, contract administration and dispute resolution are also explored through case studies, making this a highly valuable guide for those in a range of construction project management roles. Featuring a chapter describing how the role of the quantity surveyor is likely to permanently shift as a result of this development, as well as descriptions of tools used, this covers both the organisational and practical aspects of a crucial topic. Unfortunately, much of what has been written about software engineering comes from an academic perspective which does not always address the everyday concerns that software developers and managers face. With decreasing software

budgets and increasing demands from users and senior management, technology directors need a complete guide to the subject

Lean Software Development: An Agile Toolkit Adapting agile practices to your development organization Uncovering and eradicating waste throughout the software development lifecycle Practical techniques for every development manager, project manager, and technical leader Lean software development: applying agile principles to your organization In Lean Software Development, Mary and Tom Poppendieck identify seven fundamental "lean" principles, adapt them for the world of software development, and show how they can serve as the foundation for agile development approaches that work. Along the way, they introduce 22 "thinking tools" that can help you customize the right agile practices for any environment. Better, cheaper, faster software development. You can have all three—if you adopt the same lean principles that have already revolutionized manufacturing, logistics and product development. Iterating towards excellence: software development as an exercise in discovery Managing uncertainty: "decide as late as possible" by building change into the system. Compressing the value stream: rapid development, feedback, and improvement Empowering teams and individuals without compromising coordination Software with integrity: promoting coherence, usability, fitness, maintainability, and adaptability How to "see the

whole"—even when your developers are scattered across multiple locations and contractors. Simply put, Lean Software Development helps you refocus development on value, flow, and people—so you can achieve breakthrough quality, savings, speed, and business alignment.

This textbook is a systematic guide to the steps in setting up a Capability Maturity Model Integration (CMMI) improvement initiative. Readers will learn the project management practices necessary to deliver high-quality software solutions to the customer on time and on budget. The text also highlights how software process improvement can achieve specific business goals to provide a tangible return on investment. Topics and features: supplies review questions, summaries and key topics for each chapter, as well as a glossary of acronyms; describes the CMMI model thoroughly, detailing the five maturity levels; provides a broad overview of software engineering; reviews the activities and teams required to set up a CMMI improvement initiative; examines in detail the implementation of CMMI in a typical organization at each of the maturity levels; investigates the various tools that support organizations in improving their software engineering maturity; discusses the SCAMPI appraisal methodology.

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

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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-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.

This book explains how quality management practices can be applied to software development and related work, and indicates what it means for software developers and their customers.

Part A, Design considerations, provides guidance for all works on the fixed wiring and integral electrical equipment used for electrical services within healthcare premises.

This document should be used for all forms of electrical design ranging from a new

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Greenfield site to modifying an existing final subcircuit. It provides guidance to managers of healthcare premises on how European and British Standards relating to electrical safety such as the IEE Wiring Regulations BS 7671, the Building Regulations 2000 and the Electricity at Work Regulations 1989 can be used to fulfil their duty of care in relation to the Health and Safety at Work etc Act 1974.

An effective systems development and design process is far easier to explain than it is to implement. A framework is needed that organizes the life cycle activities that form the process. This framework is Configuration Management (CM). Software Configuration Management discusses the framework from a standards viewpoint, using the original

Managing IT in Construction/Managing Construction for Tomorrow presents new developments in:- Managing IT strategies - Model based management tools including building information modeling- Information and knowledge management- Communication and collaboration - Data acquisition and storage- Visualization and simulation- Architectural design and

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

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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 Management Institute and the Agile Alliance.

Organizations invest immense amounts of time, resources, and attention in their software projects. But all too often, when it's time to transfer the finished project to new "owners," they settle for the most superficial classroom training, documentation, and code walkthroughs. These conventional approaches to knowledge transfer often fail, dramatically reducing the value of new systems in production. You can do much better -

and Software Ownership Transfer will show you how. This is the first practical, hands-on guide to knowledge transfer in today's agile environments. Using a realistic, large-scale case study, ThoughtWorks expert Vinod Sankaranarayanan shows how to elevate knowledge transfer from "necessary evil" to an activity full of agility and innovation, and bring together multiple organizations and cultures to make ownership transfer work. Sankaranarayanan explains why mere documentation of error reports and processes isn't enough, and shows how to successfully craft a knowledge transfer program that's more substantive and effective. Along the way, he offers guidance on overcoming the commercial compromises and personal tensions often associated with transferring systems to new ownership; and on transforming mere "knowledge transfer" into something much better: "taking ownership."

The overwhelming majority of a software system's lifespan is spent in use, not in design or implementation. So, why does conventional wisdom insist that software engineers focus primarily on the design and development of large-scale computing systems? In this collection of essays and articles, key members of Google's Site Reliability Team explain how and why their commitment to the entire lifecycle has enabled the company to successfully build, deploy, monitor, and maintain some of the largest software systems in the world. You'll learn the principles and practices that enable Google engineers to make systems more scalable, reliable, and efficient—lessons directly applicable to your organization. This book is divided into four

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sections: Introduction—Learn what site reliability engineering is and why it differs from conventional IT industry practices Principles—Examine the patterns, behaviors, and areas of concern that influence the work of a site reliability engineer (SRE) Practices—Understand the theory and practice of an SRE's day-to-day work: building and operating large distributed computing systems Management—Explore Google's best practices for training, communication, and meetings that your organization can use Learn how the top CG film, computer game and web development companies have saved significant time and money on their projects by optimizing digital asset management systems and streamlining production processes. Also included is a product overview with 28 detailed descriptions of software solutions, including screenshots and prices, as well as a practical assessment of their suitability for different industries & project sizes.

This book summarizes the results of Design Thinking Research carried out at Stanford University in Palo Alto, California, USA and Hasso Plattner Institute in Potsdam, Germany. The authors offer readers a closer look at Design Thinking with its processes of innovations and methods. The contents of the articles range from how to design ideas, methods and technologies via creativity experiments and wicked problem solutions, to creative collaboration in the real world and the connectivity of designers and engineers. But the topics go beyond this in their detailed exploration of design thinking and its use in IT systems engineering fields and even from a management

perspective. The authors show how these methods and strategies work in companies, introduce new technologies and their functions and demonstrate how Design Thinking can influence as diverse a topic area as marriage. Furthermore, we see how special design thinking use functions in solving wicked problems in complex fields. Thinking and creating innovations are basically and inherently human – so is Design Thinking. Due to this, Design Thinking is not only a factual matter or a result of special courses nor of being gifted or trained: it's a way of dealing with our environment and improving techniques, technologies and life.

Since its first publication in 1975, Judith Butcher's Copy-editing has become firmly established as a classic reference guide. This fourth edition has been comprehensively revised to provide an up-to-date and clearly presented source of information for all those involved in preparing typescripts and illustrations for publication. From the basics of how to prepare text and illustrations for the designer and typesetter, through the ground rules of house style, to how to read and correct proofs, Copy-editing covers all aspects of the editorial process. New and revised features:

- up-to-date advice on indexes, inclusive language, reference systems and preliminary pages
- a chapter devoted to on-screen copy-editing
- guidance on digital coding and publishing in other media such as e-books
- updated to take account of modern typesetting and printing technology
- an expanded section on law books
- an essential tool for new and experienced copy-editors, working freelance or in-house.

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The rules and practices for Scrum—a simple process for managing complex projects—are few, straightforward, and easy to learn. But Scrum’s simplicity itself—its lack of prescription—can be disarming, and new practitioners often find themselves reverting to old project management habits and tools and yielding lesser results. In this illuminating series of case studies, Scrum co-creator and evangelist Ken Schwaber identifies the real-world lessons—the successes and failures—culled from his years of experience coaching companies in agile project management. Through them, you’ll understand how to use Scrum to solve complex problems and drive better results—delivering more valuable software faster. Gain the foundation in Scrum theory—and practice—you need to: Rein in even the most complex, unwieldy projects Effectively manage unknown or changing product requirements Simplify the chain of command with self-managing development teams Receive clearer specifications—and feedback—from customers Greatly reduce project planning time and required tools Build—and release—products in 30-day cycles so clients get deliverables earlier Avoid missteps by regularly inspecting, reporting on, and fine-tuning projects Support multiple teams working on a large-scale project from many geographic locations Maximize return on investment!

Project management software.

A guide to the latest industry principles for optimizing the production of solid state active pharmaceutical ingredients Solid State Development and Processing of Pharmaceutical

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Molecules is an authoritative guide that covers the entire pharmaceutical value chain. The authors—noted experts on the topic—examine the importance of the solid state form of chemical and biological drugs and review the development, production, quality control, formulation, and stability of medicines. The book explores the most recent trends in the digitization and automation of the pharmaceutical production processes that reflect the need for consistent high quality. It also includes information on relevant regulatory and intellectual property considerations. This resource is aimed at professionals in the pharmaceutical industry and offers an in-depth examination of the commercially relevant issues facing developers, producers and distributors of drug substances. This important book: Provides a guide for the effective development of solid drug forms Compares different characterization methods for solid state APIs Offers a resource for understanding efficient production methods for solid state forms of chemical and biological drugs Includes information on automation, process control, and machine learning as an integral part of the development and production workflows Covers in detail the regulatory and quality control aspects of drug development Written for medicinal chemists, pharmaceutical industry professionals, pharma engineers, solid state chemists, chemical engineers, Solid State Development and Processing of Pharmaceutical Molecules reviews information on the solid state of active pharmaceutical ingredients for their efficient development and production.

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