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A Guide to the Project Management Body of Knowledge (PMBOK(R) Guide-Sixth Edition / Agile Practice Guide Bundle (HINDI)
Monitoring Environmental Performance Commitments in Construction Projects
101 GM Muscle Car Performance Projects
Mind Performance Projects for the Evil Genius: 19 Brain-Bending Bio Hacks
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Fix It! How to Repair Automotive Dents, Scratches, Tears and Stains
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How to Maintain and Modify Your New Mini
101 Kids Activities That Are the Bestest, Funnest Ever!
101 Projects for Your 1964 1/2-1973 Mustang
101 Harley-Davidson Performance Projects
PMP Project Management Professional Study Guide, Fifth Edition
Human Factors in Project Management
101 Sportbike Performance Projects

Measure What Matters

To support the broadening spectrum of project delivery approaches, PMI is offering A Guide to the Project Management Body of Knowledge (PMBOK® Guide) - Sixth Edition as a bundle with its latest, the Agile Practice Guide. The PMBOK® Guide - Sixth Edition now contains detailed information about agile; while the Agile Practice Guide, created in partnership with Agile Alliance®, serves as a bridge to connect waterfall and agile. Together they are a powerful tool for project managers. The PMBOK® Guide - Sixth Edition - PMI's flagship publication has been updated to reflect the latest good practices in project management. New to the Sixth Edition, each knowledge area will contain a section entitled Approaches for Agile, Iterative and Adaptive Environments, describing how these practices integrate in project settings. It will also contain more emphasis on strategic and business knowledge—including discussion of project management business documents—and information on the PMI Talent Triangle™ and the essential skills for success in today's market. Agile Practice Guide has been developed as a resource to understand, evaluate, and use agile and hybrid agile approaches. This practice guide provides

guidance on when, where, and how to apply agile approaches and provides practical tools for practitioners and organizations wanting to increase agility. This practice guide is aligned with other PMI standards, including A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Sixth Edition, and was developed as the result of collaboration between the Project Management Institute and the Agile Alliance.

Drawdown

Many of the most popular cars of the muscle era came from General Motors. Spread across the General's various marques were models like the Camaro, Chevelle, GTO, Cutlass, Skylark, Tempest, Impala, Monte Carlo, El Camino, and many others. This book will provide 101 hands-on, how-to projects aimed directly at fans of classic GM muscle, showing them how to do just the kinds of projects that they want to do: restoration of the exterior and interior, and performance upgrades to the engine, driveline, and suspension. The existence of many large aftermarket companies provides evidence of the vast potential audience for this book. Restoration and performance part companies like Year One, National Parts Depot, Summit Racing, Jegs, and Original Parts Group count on this audience to provide a large portion of their business. For example, Original Parts Group, which specializes exclusively in parts for GM A-body muscle cars, sells an average of \$100,000 worth of parts each day. Primedia alone has six magazines that serve this crowd (Hot Rod, Car Craft, Chevy High Performance, High Performance Pontiac, Popular Hot Rodding, Super Chevy) with a combined circulation of 1.7 million readers per month. Like the 101 series books before it, this book provides an immense quantity of do-it-yourself projects that are accessible to the at-home mechanic who has a good set of hand tools and a place to work. Procedures will be performed on specific GM cars of this era, which differed more in sheetmetal and trim than in the functional components, which were often similar or identical from car to car.

101 Projects for Your Porsche 911, 1964-1989

One of the most popular and most easily acquired Corvettes is the C4, produced from 1984 through 1996. The performance enhancements, maintenance procedures and restoration tips provided in this book provide Corvette owners a wide variety of options to upgrade their cars, all within reasonable price ranges. Projects include restoration tips, time estimates, tools needed, expertise level, and money necessary to complete the project so the reader will know what is required before starting.

Four-Stroke Motocross and Off-Road Performance Handbook

CSS has grown from a language for formatting documents into a robust language for designing web applications. Its syntax

is easy to learn, making CSS a great entry point for those new to programming. Indeed, it's often the second language that developers learn, right behind HTML. As CSS's feature set and abilities have grown, so has its depth. This book is a collection of articles that explore some of the amazing things that developers can do with CSS today; things that in the past might only have been achievable with some pretty complex JavaScript previously, if at all. It contains: Using CSS Transforms in the Real World by Craig Buckler Variable Fonts: What They Are, and How to Use Them by Claudio Ribeiro Scroll Snap in CSS: Controlling Scroll Action by Tiffany B. Brown Real World Use of CSS with SVG by Craig Buckler CSS and PWAs: Some Tips for Building Progressive Web Apps by David Attard 20 Tips for Optimizing CSS Performance by Craig Buckler Advanced CSS Theming with Custom Properties and JavaScript by Ahmed Bouchefra This book is for developers with some experience of CSS.

Managing Performance Improvement Projects

Put a veteran mechanic on your bookshelf. From simple 15-minute jobs such as lubing cables and bolting on new air cleaners to more advanced tasks such as cam changes and swapping heads, this how-to guide offers carefully selected projects you can do in a weekend. Color photographs guide you step-by-step through each performance project. Explains why each project should be done and what performance gains you can expect.

101 Projects for Your Porsche 911 996 and 997 1998-2008

Detailed, illustrated instructions for Jeep performance projects--maintenance, upgrades, suspension adjustments, engine and transmission swaps, and much more.

Ditch That Textbook

Since its introduction in 1975, the BMW 3-series has earned a reputation as one of the world's greatest sports sedans. Unfortunately, it has also proven one of the more expensive to service and maintain. This book is dedicated to the legion of BMW 3-series owners who adore their cars and enjoy restoring, modifying, and maintaining them to perfection; its format allows more of these enthusiasts to get out into the garage and work on their BMWs--and in the process, to save a fortune. Created with the weekend mechanic in mind, this extensively illustrated manual offers 101 projects that will help you modify, maintain, and enhance your BMW 3-series sports sedan. Focusing on the 1984-1999 E30 and E36 models, 101 Performance Projects for Your BMW 3-Series presents all the necessary information, covers all the pitfalls, and assesses all the costs associated with performing an expansive array of weekend projects.

How to Build a High-Performance Mazda Miata MX-5

The BMW 3 Series has earned a reputation as an affordable and easily modifiable sports sedan. Created with the weekend mechanic in mind, this illustrative manual offers 101 projects that will help you modify, maintain, and enhance your BMW 3-Series sports sedan. Focusing on the 1984-1998 E30 and E36 models, 101 Performance Projects for your BMW 3-Series presents all the knowledge, pitfalls to avoid, and costs associated with performing an expansive array of weekend projects.

101 Harley-Davidson Twin Cam Performance Projects

The Mazda Miata MX-5 has been a popular car among automotive enthusiasts for more than a decade, and hardly a single one of the more than 500,000 sold has not been customized by its owner in some way. This book provides specific how-to instructions through approximately 35 projects that include both maintenance and modification procedures. Each project is treated separately, giving readers very specific information about the commitment in time, tools, money, and talent for each project.

101 Performance Projects for Your Pickup and SUV

The operational amplifier ("op amp") is the most versatile and widely used type of analog IC, used in audio and voltage amplifiers, signal conditioners, signal converters, oscillators, and analog computing systems. Almost every electronic device uses at least one op amp. This book is Texas Instruments' complete professional-level tutorial and reference to operational amplifier theory and applications. Among the topics covered are basic op amp physics (including reviews of current and voltage division, Thevenin's theorem, and transistor models), idealized op amp operation and configuration, feedback theory and methods, single and dual supply operation, understanding op amp parameters, minimizing noise in op amp circuits, and practical applications such as instrumentation amplifiers, signal conditioning, oscillators, active filters, load and level conversions, and analog computing. There is also extensive coverage of circuit construction techniques, including circuit board design, grounding, input and output isolation, using decoupling capacitors, and frequency characteristics of passive components. The material in this book is applicable to all op amp ICs from all manufacturers, not just TI. Unlike textbook treatments of op amp theory that tend to focus on idealized op amp models and configuration, this title uses idealized models only when necessary to explain op amp theory. The bulk of this book is on real-world op amps and their applications; considerations such as thermal effects, circuit noise, circuit buffering, selection of appropriate op amps for a given application, and unexpected effects in passive components are all discussed in detail. *Published in conjunction with Texas Instruments *A single volume, professional-level guide to op amp theory and applications *Covers circuit board layout techniques for manufacturing op amp circuits.

101 Performance Projects for Your BMW 3-Series 1984-1998

• New York Times bestseller • The 100 most substantive solutions to reverse global warming, based on meticulous research by leading scientists and policymakers around the world “At this point in time, the Drawdown book is exactly what is needed; a credible, conservative solution-by-solution narrative that we can do it. Reading it is an effective inoculation against the widespread perception of doom that humanity cannot and will not solve the climate crisis. Reported by-effects include increased determination and a sense of grounded hope.” —Per Espen Stoknes, Author, *What We Think About When We Try Not To Think About Global Warming* “There’s been no real way for ordinary people to get an understanding of what they can do and what impact it can have. There remains no single, comprehensive, reliable compendium of carbon-reduction solutions across sectors. At least until now. . . . The public is hungry for this kind of practical wisdom.” —David Roberts, *Vox* “This is the ideal environmental sciences textbook—only it is too interesting and inspiring to be called a textbook.” —Peter Kareiva, Director of the Institute of the Environment and Sustainability, UCLA In the face of widespread fear and apathy, an international coalition of researchers, professionals, and scientists have come together to offer a set of realistic and bold solutions to climate change. One hundred techniques and practices are described here—some are well known; some you may have never heard of. They range from clean energy to educating girls in lower-income countries to land use practices that pull carbon out of the air. The solutions exist, are economically viable, and communities throughout the world are currently enacting them with skill and determination. If deployed collectively on a global scale over the next thirty years, they represent a credible path forward, not just to slow the earth’s warming but to reach drawdown, that point in time when greenhouse gases in the atmosphere peak and begin to decline. These measures promise cascading benefits to human health, security, prosperity, and well-being—giving us every reason to see this planetary crisis as an opportunity to create a just and livable world.

Learning by Heart

This document provides a checklist for environmental performance commitments in construction projects.

101 Sample Write-Ups for Documenting Employee Performance Problems

CREATE FIENDISHLY FUN SPY TOOLS AND COUNTERMEASURES Fully updated throughout, this wickedly inventive guide is packed with a wide variety of stealthy sleuthing contraptions you can build yourself. *101 Spy Gadgets for the Evil Genius, Second Edition* also shows you how to reclaim your privacy by targeting the very mechanisms that invade your space. Find out how to disable several spy devices by hacking easily available appliances into cool tools of your own, and even turn the tables on the snoopers by using gadgetry to collect information on them. Featuring easy-to-find, inexpensive parts, this

hands-on guide helps you build your skills in working with electronics components and tools while you create an impressive arsenal of spy gear and countermeasures. The only limit is your imagination! 101 Spy Gadgets for the Evil Genius, Second Edition: Contains step-by-step instructions and helpful illustrations Provides tips for customizing the projects Covers the underlying principles behind the projects Removes the frustration factor--all required parts are listed Build these and other devious devices: Spy camera Infrared light converter Night vision viewer Phone number decoder Phone spammer jammer Telephone voice changer GPS tracking device Laser spy device Remote control hijacker Camera flash taser Portable alarm system Camera trigger hack Repeating camera timer Sound- and motion-activated cameras Camera zoom extender

101 Harley-Davidson Evolution Performance Projects

Fix It! How to Repair Automotive Dents, Scratches, Tears and Stains is a complete guide for any car or truck owner who wants their ride to look, feel, and smell like it did the day they bought it. Years of commuting to work and family vacations will take its toll on a car. Coffee spills, paint scratches and fades, hoods and fenders acquire dents and rust, and smells linger in the upholstery and ventilation. It all adds up to a car that's not as fun to drive as it used to be and maybe even embarrassing. Whether breathing new life into your reliable ride or getting it ready to sell, you can solve these problems with a few basic tools and products, and the right instruction on how to use them. Fix It! How to Repair Automotive Dents, Scratches, Tears and Stains provides step-by-step projects anyone at any skill level can accomplish to help keep their car looking its best. From buffing a scratch to popping a dent, doing it yourself has never been easier.

101 Ready-to-Use Excel Formulas

Nearly forty years have passed and almost 3 million owners and enthusiasts still worship the classic beauty of the Ford Mustang. 101 Projects for the earlier models developed between 1964 and 1973 are the focus of this book. The book is broken out into projects that concentrate on specific aspects of the car, including engine, drivetrain, chassis, suspension and steering, brakes, wheels and tires, body, and interior. Features:, High-performance modification procedures, Restoration and maintenance tips, Details realistic and reliable shortcuts, Identifies the best and most current products on the market or a particular job.

101 Performance Projects for Your BMW 3

This all-color collection guides owners of pre-1990 Porsche 911s through 101 carefully selected, weekend projects illustrated with step-by-step, full-color studio photography. Divided into three categories-performance, handling, and customization-the projects range from 30-minute maintenance projects to eight-hour performance modifications; each is

accompanied by a handy chart indicating how much skill, cash, and time are needed to successfully complete the task. Author Wayne Dempsey also explains why the jobs should be undertaken and what kind of improved performance the owner can expect. An unprecedented book, and a great resource for everyone from casual enthusiasts to shop pros.

101 Spy Gadgets for the Evil Genius 2/E

#1 New York Times Bestseller Legendary venture capitalist John Doerr reveals how the goal-setting system of Objectives and Key Results (OKRs) has helped tech giants from Intel to Google achieve explosive growth—and how it can help any organization thrive. In the fall of 1999, John Doerr met with the founders of a start-up whom he'd just given \$12.5 million, the biggest investment of his career. Larry Page and Sergey Brin had amazing technology, entrepreneurial energy, and sky-high ambitions, but no real business plan. For Google to change the world (or even to survive), Page and Brin had to learn how to make tough choices on priorities while keeping their team on track. They'd have to know when to pull the plug on losing propositions, to fail fast. And they needed timely, relevant data to track their progress—to measure what mattered. Doerr taught them about a proven approach to operating excellence: Objectives and Key Results. He had first discovered OKRs in the 1970s as an engineer at Intel, where the legendary Andy Grove ("the greatest manager of his or any era") drove the best-run company Doerr had ever seen. Later, as a venture capitalist, Doerr shared Grove's brainchild with more than fifty companies. Wherever the process was faithfully practiced, it worked. In this goal-setting system, objectives define what we seek to achieve; key results are how those top-priority goals will be attained with specific, measurable actions within a set time frame. Everyone's goals, from entry level to CEO, are transparent to the entire organization. The benefits are profound. OKRs surface an organization's most important work. They focus effort and foster coordination. They keep employees on track. They link objectives across silos to unify and strengthen the entire company. Along the way, OKRs enhance workplace satisfaction and boost retention. In *Measure What Matters*, Doerr shares a broad range of first-person, behind-the-scenes case studies, with narrators including Bono and Bill Gates, to demonstrate the focus, agility, and explosive growth that OKRs have spurred at so many great organizations. This book will help a new generation of leaders capture the same magic.

The Progress Principle

This all-color collection guides owners of pre-1990 Porsche 911s through 101 carefully selected, weekend projects illustrated with step-by-step, full-color studio photography. Divided into three categories—performance, handling, and customization—the projects range from 30-minute maintenance projects to eight-hour performance modifications; each is accompanied by a handy chart indicating how much skill, cash, and time are needed to successfully complete the task. Author Wayne Dempsey also explains why the jobs should be undertaken and what kind of improved performance the

owner can expect. An unprecedented book, and a great resource for everyone from casual enthusiasts to shop pros.

Modern CSS

Mr. Spreadsheet has done it again with 101 easy-to-apply Excel formulas 101 Ready-to-Use Excel Formulas is filled with the most commonly-used, real-world Excel formulas that can be repurposed and put into action, saving you time and increasing your productivity. Each segment of this book outlines a common business or analysis problem that needs to be solved and provides the actual Excel formulas to solve the problem—along with detailed explanation of how the formulas work. Written in a user-friendly style that relies on a tips and tricks approach, the book details how to perform everyday Excel tasks with confidence. 101 Ready-to-Use Excel Formulas is sure to become your well-thumbed reference to solve your workplace problems. The recipes in the book are structured to first present the problem, then provide the formula solution, and finally show how it works so that it can be customized to fit your needs. The companion website to the book allows readers to easily test the formulas and provides visual confirmation of the concepts presented. Teaches you how to implement the required Excel formula Explains and details how the formulas work Lets you reuse or customize the given formula to address your particular needs Helps you make the formulas a regular part of your new, more efficient workflow Specific real-world scenarios are used to demonstrate how to most effectively apply Excel and its powerful formulas to complete tasks faster and with greater accuracy than ever before. Now you can save time, automate, and be more efficient and productive with 101 Ready-to-Use Excel Formulas.

101 Projects for Your Porsche 911

Easy, Creative and Fun Things to Keep Your Children Entertained and Happy Never again will you hear the all-too-common call of, "I'm bored!" with this kid-pleaser for many ages. Whether your kid is 3, 5 or 12 years old, there are hundreds of fun, educational and engaging things to do in this book. When they ask to watch television, you'll have the perfect solution. 101 Kids Activities That Are the Bestest, Funnest Ever! has time-tested, exciting activities to keep your children laughing and learning for the whole day, every day. Holly Homer and Rachel Miller are the women behind the wildly popular site KidsActivitiesBlog.com, which gets more than 2 million hits a month and has more than 71,000 fans on Facebook and 100,000 followers on Pinterest. One-of-a-kind activities--never before seen on the blog--range from making edible play dough and homemade sidewalk chalk to playing shoebox pinball and creating a balance beam obstacle course. And with outdoor and indoor activities and tips for adjusting according to your child's age, this book will provide hours and hours of never-ending fun with your family. This parenting life raft is also the perfect way to make sure caregivers are spending quality-time with your little ones.

Mazda Miata MX-5 Performance Projects

In Human Factors in Project Management, author Zachary Wong—a noted trainer and acclaimed leader of more than 250 project teams—provides a summary of "people-based" management skills and techniques that can be applied when working in a team environment. This comprehensive resource brings together in one book new and current models in team motivation and integrates the most significant concepts in team motivation and behaviors into a single set of principles called "Human Factors." Wong shows how these factors can be applied to the most challenging issues facing project managers today including Motivating a diverse workforce Facilitating team decisions Resolving interpersonal conflicts Managing difficult people Strengthening team accountability Communications Leadership

Op Amps for Everyone

Since its introduction in 1975, the BMW 3-series has earned a reputation as one of the world's greatest sports sedans. Unfortunately, it has also proven one of the more expensive to service and maintain. This book is dedicated to the legion of BMW 3-series owners who adore their cars and enjoy restoring, modifying, and maintaining them to perfection; its format allows more of these enthusiasts to get out into the garage and work on their BMWs—and in the process, to save a fortune. Created with the weekend mechanic in mind, this extensively illustrated manual offers 101 projects that will help you modify, maintain, and enhance your BMW 3-series sports sedan. Focusing on the 1984-1999 E30 and E36 models, 101 Performance Projects for Your BMW 3-Series presents all the necessary information, covers all the pitfalls, and assesses all the costs associated with performing an expansive array of weekend projects.

101 Performance Projects for Your BMW 3 Series 1982-2000

Turn your daily driver, weekend fun ride, or track car into a corner-carving performance machine. From planning a course of modifications to installing parts to tuning handling characteristics, High-Performance Handling for Street or Track will have you cranking out high-g cornering forces on your favorite twisty course. Topics covered include:• An overview of vehicle dynamics• How to tune handling for differing applications• Guidance for selecting aftermarket components, including anti-roll bars, springs, shocks, bushings, chassis braces, camber adjusters, wheels, and brakes• Tire and wheel selection advice Whether you're building a high-performance street car, an autocrosser, or a track-day machine, High-Performance Handling for Street or Track will help you create an integrated suspension system and tune it for maximum performance.

101 Projects for Your Corvette 1984-1996

Get Free 101 Performance Projects For Your Bmw 3 Series 1982 2000 Motorbooks Workshop

This thorough how-to manual helps the off-road motorcycle enthusiast get the most out of their machine. This one-stop reference covers everything from basic maintenance to performance modifications, including:

- Engine rebuilding
- Transmission rebuilding
- Clutch repair and rebuilding
- Big-bore kits
- Cam kits and valve timing and tuning
- Tuning stock suspension
- Suspension revalving and kits
- Jetting and tuning carburetors
- Tuning electronic fuel injection
- Wheels, tires, and brakes
- Chains and sprockets
- Cooling systems
- Electrical systems

101 Jeep Performance Projects

There's no escaping problem employees. But with 101 prewritten disciplinary write-ups at a manager's fingertips, there is a way to escape the headaches, anxiety, and potential legal trouble of performance review or counseling sessions. Completely updated and covering the latest developments in employment law, the second edition of 101 Sample Write-Ups for Documenting Employee Performance Problems explains the disciplinary process from beginning to end and provides ready-to-use model documents—in print and on disk—that eliminate the stress and second-guessing about what to do and say. Expertly written, the write-ups cover every kind of problem—substandard work quality, absenteeism, insubordination, e-mail misuse, sexual harassment, drug or alcohol abuse, and more. Readers will also find new information on laying the ground work for a tidy dismissal; tying progressive discipline to annual performance reviews; formally addressing intermittent FMLA abuse; ways to avoid drafting documentation that could later be used against their company; and much more. There is perhaps no more dreaded managerial task than communicating with an employee about a disciplinary problem, but this one-of-a-kind guide helps managers handle any scenario fairly, constructively, and, most importantly—legally.

Corvette C5 Performance Projects, 1997-2004

A Guide to the Project Management Body of Knowledge (PMBOK(R) Guide-Sixth Edition / Agile Practice Guide Bundle (HINDI)

DIV101 Projects for Your Porsche 911 996 and 997 1998-2008 offers 101 step-by-step projects designed to help you save thousands by maintaining, modifying, and improving your late-model Porsche 911 in your own garage./div

Monitoring Environmental Performance Commitments in Construction Projects

"Pickup" and "sports utility vehicle" seem like quaint names for these workhorses. More and more, they're what people tune

up, trick out, and take on the road (or off). This book aims to help drivers make the most of their machines. With 101 projects running the gamut from installing light bars and brush guards to gearing up for hard-core horsepower and high-performance feats, this book will show truck and SUV owners of all stripes how to personalize their rides. 101 Performance Projects for Your Pickup and SUV offers easy-to-follow, clearly illustrated how-to information on everything from appearance modifications to more extensive upgrades, with plenty of instructions for the many bolt-on solutions that are available in the marketplace. Planning, tools, expenses, pros, and cons: it's all here. The author walks owners through the nuts and bolts of lowering and lift kits, running boards and in-car entertainment systems, winches, wheels and tires, and the full range of installations and accessories that will take a truck or an SUV to the next level.

101 GM Muscle Car Performance Projects

Have some evil fun inside your head! This wickedly inventive guide offers 19 build-it-yourself projects featuring high-tech devices that can map, manipulate, and even improve the greatest computer on earth—the human brain. Every project inside Mind Performance Projects for the Evil Genius is perfectly safe and explores cutting-edge concepts, such as brain wave mapping, lucid dream control, and hypnosis. Using easy-to-find parts and tools, this do-it-yourself book offers a wide variety of brain-bending bio hacks you can accomplish on your own. You'll find detailed guidelines, parameters, schematics, code, and customization tips for each project in the book. The only limit is your imagination! Mind Performance Projects for the Evil Genius: Features step-by-step instructions, complete with helpful illustrations Allows you to customize each project for your purposes Discusses the underlying principles behind the projects Removes the frustration factor—all required parts are listed, along with sources Build these and other lid-flipping gadgets: Biofeedback device Reaction speedometer Body temperature monitor Heart rate monitor Lie detector White noise generator Waking reality tester Audio dream director Lucid dream mask Alpha meditation goggles Clairvoyance tester Visual hypnosis aid Color therapy device Synchro brain machine

Mind Performance Projects for the Evil Genius: 19 Brain-Bending Bio Hacks

Lead work projects from beginning to end . . . and make human performance technology happen! Copublished with the International Society for Performance Improvement (ISPI) Project teams are growing rapidly as performance improvements become more complex. Project management methods are becoming necessary to successfully coordinate these large teams. Develop the skills you need to effectively manage your budget, time, and the quality of work on human performance technology projects. All the essential aspects of project development are addressed, and the process is broken down into three main areas: preparing, planning, and implementing. You'll develop the skills to: * Define projects * Accelerate project development * Obtain sponsorship * Act as a consultant * Plan infrastructures * Create work breakdown

structures * Identify dependency relationships * Manage resources and optimize the plans * Analyze risks and plan for contingencies * Estimate schedules . . . and more! Learn what needs to be done after you finish a project to ensure success. Don't just squeak by with mediocre management. Mediocre management can stifle the development of great ideas. Ideas will get projects started. But you won't achieve superior results without effective management. Implement Fuller's project management process today and get results!

101 Projects for Your Porsche Boxster

Since its introduction in 1997, the Porsche Boxster has earned a reputation as one of the world's greatest sports cars, as well as a huge, loyal following of devoted drivers. This book is aimed at those owners of Boxsters who want to improve their machines while avoiding thousands of dollars in mechanic's costs. Clearly and simply written, with straightforward illustrations, this manual offers 101 projects to help you modify, maintain, and enhance your Porsche. Focusing on the 986 and 987 Boxster models, 101 Projects for Your Porsche Boxster presents all the necessary information, associated costs, and pitfalls to avoid when performing a wide array of projects. In a word, it makes owning a Porsche Boxster an unqualified thrill.

Fix It! How to Repair Automotive Dents, Scratches, Tears and Stains

The Mazda Miata is one of the most popular sports cars on the road today. In production for more than 20 years, the Miata's popularity has grown, and the number of aftermarket components available to the Miata enthusiast has grown, too. This immense selection of parts has made it difficult for many would-be modifiers to choose the proper combination that will help them reach the goals they have set for their two-seaters. Author and Miata expert Keith Tanner has been modifying, repairing, building, and racing Miatas for years, and he will guide you through how to best modify your car to suit your needs, starting with an explanation on how everything works and how the various parts will interact. You'll not only learn what upgrades will help you reach your goals, but also how to adjust or modify what you have to make your car work at its best. From autocross to cross-country touring, the Miata can do it all. Keith Tanner tells you how to make it happen!

High-Performance Handling for Street or Track

What really sets the best managers above the rest? It's their power to build a cadre of employees who have great inner work lives—consistently positive emotions; strong motivation; and favorable perceptions of the organization, their work, and their colleagues. The worst managers undermine inner work life, often unwittingly. As Teresa Amabile and Steven Kramer explain in *The Progress Principle*, seemingly mundane workday events can make or break employees' inner work

lives. But it's forward momentum in meaningful work—progress—that creates the best inner work lives. Through rigorous analysis of nearly 12,000 diary entries provided by 238 employees in 7 companies, the authors explain how managers can foster progress and enhance inner work life every day. The book shows how to remove obstacles to progress, including meaningless tasks and toxic relationships. It also explains how to activate two forces that enable progress: (1) catalysts—events that directly facilitate project work, such as clear goals and autonomy—and (2) nourishers—interpersonal events that uplift workers, including encouragement and demonstrations of respect and collegiality. Brimming with honest examples from the companies studied, *The Progress Principle* equips aspiring and seasoned leaders alike with the insights they need to maximize their people's performance.

How to Maintain and Modify Your New Mini

Tap into your natural ability to create! Engaging, proven exercises for developing creativity Priceless resource for teachers, artists, actors, everyone Artist and educator Corita Kent inspired generations of artists, and the truth of her words "We can all talk, we can all write, and if the blocks are removed, we can all draw and paint and make things" still shines through. This revised edition of her classic work *Learning by Heart* features a new foreword and a chart of curriculum standards. Kent's original projects and exercises, developed through more than 30 years as an art teacher and richly illustrated with 300 thought-provoking images, are as inspiring and as freeing today as they were during her lifetime. Learn how to challenge fears, be open to new directions, recognize connections between objects and ideas, and much more in this remarkable, indispensable guide to freeing the creative spirit within all of us. With new material by art world heavyweights Susan Friel and Barbara Loste, *Learning by Heart* brings creative inspiration into the 21st century!

101 Kids Activities That Are the Bestest, Funnest Ever!

101 Projects for Your 1964 1/2-1973 Mustang

With the new-generation Corvette C6 on the market, the previous body style, the C5, will become more affordable and will be modified in greater numbers by style- and performance-minded owners. Corvettes in general have always been ideal for customizing and performance upgrades, and the C5 presents a great platform for modifications, both cosmetic and performance-based. To date, C5 how-to information has been available only in enthusiast magazines, so this book will reach market at a great time. *Corvette C5 Performance Projects* features a detailed presentation of how to customize a C5's appearance with custom bodywork and alterations. It also walks C5 owners through a variety of performance modifications and shows them how to efficiently execute several basic maintenance projects.

101 Harley-Davidson Performance Projects

Textbooks are symbols of centuries-old education. They're often outdated as soon as they hit students' desks. Acting "by the textbook" implies compliance and a lack of creativity. It's time to ditch those textbooks--and those textbook assumptions about learning. In *Ditch That Textbook*, teacher and blogger Matt Miller encourages educators to throw out meaningless, pedestrian teaching and learning practices. He empowers them to evolve and improve on old, standard, teaching methods. *Ditch That Textbook* is a support system, toolbox, and manifesto to help educators free their teaching and revolutionize their classrooms.

PMP Project Management Professional Study Guide, Fifth Edition

If you're looking for ways to keep up with the pack - or blow right past them - this book has 101 of them. Boost the performance of your Harley-Davidson's Twin-Cam engine with 101 projects broken out by each specific aspect of the motorcycle, including engine, suspension, transmission, exhaust, brakes, and body. Hundreds of photos and diagrams take you step-by-step through each project making it a breeze to keep other riders in your rearview mirror.

Human Factors in Project Management

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