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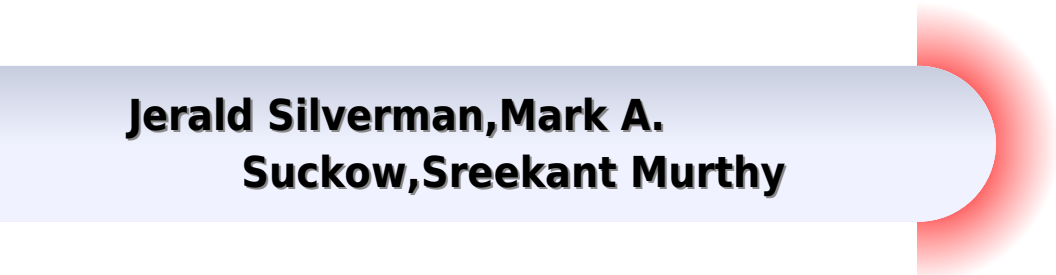
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The Essential Reference
for Today's Office

Susan Jaderstrom, Leonard Kruk, and Joanne Miller
Susan W. Fenner, General Editor

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**Jerald Silverman, Mark A.
Suckow, Sreekant Murthy**



Complete Office Handbook Third Edition:

The Complete Project Management Office Handbook Gerard M. Hill, 2013-09-05 This updated and completely revised edition of a bestseller extends the concepts and considerations of modern project management into the realm of project management oversight control and support. Illustrating the implications of project management in today's organizations, *The Complete Project Management Office Handbook Third Edition* explains how to use the project management office (PMO) as a business integrator to influence project outcomes in a manner that serves both project and business management interests. Helping you determine if a PMO is right for your organization, this edition presents a five-stage PMO competency continuum to help you understand how to develop PMOs at different competency levels and associated functionalities. It also identifies five progressive PMO development levels to help you identify which level is best for your organization. Updates to this edition include: A refinement of the 20 PMO functions that guide PMO setup and operations; A new section that provides an effective evaluation of PMO maturity indicators based on the prescribed 20 PMO functions presented in the handbook; A new section on Establishing a Project Management Office that details a comprehensive process for determining the needs, purpose, and functionality for a new PMO; Best practices that have cross-industry value and applicability. The book includes checklists, detailed process steps, and descriptive guidance for developing PMO functional capability. The up-to-date PMO model defined will not only help you better understand business practices in project management but will also help you to adapt and integrate those practices into the project management environment in your organization. For anyone associated with start-up and smaller PMOs, the book explains what can be done to create less rigorous PMO functional capabilities. It also includes helpful insights for those who need to specify and demonstrate quick wins and early PMO-based accomplishments in their organization. *The Complete Project Management Office Handbook, Third Edition* Gerard M. Hill, 2014

The IACUC Handbook, Third Edition Jerald Silverman, Mark A. Suckow, Sreekant Murthy, 2014-05-20 Ever since its establishment by USDA regulation in the mid 1980s, the Institutional Animal Care and Use Committee (IACUC) has evolved as the premier instrument of animal welfare oversight within research institutions in the United States. As biomedical research continuously grows, the role and impact of the IACUC has increased in scope and complexity. The IACUC Handbook has become the Bible for individuals when the time comes for them to serve on their institution's IACUC. It provides a foundation for understanding and implementing the many and varied responsibilities of this committee. This Third Edition comprehensively addresses the significant changes in the pertinent regulatory environment and interpretation of applicable federal laws, regulations, and policies. It provides multiple references and commentary on the new edition of the Guide for the Care and Use of Laboratory Animals, the new AVMA Guidelines for the Euthanasia of Animals, 2013 Edition, and the Office of Laboratory Animal Welfare's Frequently Asked Questions. The Third Edition also features an updated survey of IACUC practices from institutions around the United States, offering wisdom gained from their experience.

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