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Follow the steps in this two-page guide to get started using the new Portfolio Manager to benchmark your properties, assess performance, and view results. Download the "Portfolio Manager Quick Start Guide" here. (PDF, 379 KB)

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Use this Quick Reference Guide to identify opportunities for energy efficiency improvements, track your progress over time, and verify results. IDENTIFY ENERGY EFFICIENCY PROJECTS Use Portfolio Manager to identify under-performing buildings to target for energy efficiency improvements and establish baselines for setting and measuring progress for energy efficiency improvement projects over time.

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The primary cause of many project failures is that responsible executives, because of their lack of knowledge in project management, fail to demand that their managers and staff properly utilize the well-proven best practices, processes, systems, and tools that are now available in this field. This book remedies this situation by providing executives at all levels with the understanding and knowledge needed to best take advantage of the power of effective project management and thereby lead and manage innovations within their enterprise. In *Leading and Managing Innovation: What Every Executive Team Must Know about Project, Program, and Portfolio Management*, Second Edition, the authors present concise descriptions of The key concepts underlying project and program management The important characteristics of projects and programs How projects and programs are best governed and managed How to determine if the desired benefits have actually been achieved The book presents a list of 31 reasonable demands that executives can and must place on their staff members to ensure excellence in the way their programs and projects are created, selected for funding, planned, and executed. Placing these demands communicates to the entire enterprise that top management understands what it takes to achieve the best performance possible and fully supports the continuous improvement needed to ensure continued success. *Leading and Managing Innovation* explains how to measure the project management maturity level of an enterprise, benchmark against competitors, and identify where project management improvements are required. It discusses the many ways that an enterprise can derive substantial success and competitive advantage from increasing its project management maturity level. A helpful quick reference summary of all of the book's key information is included in the final chapter. Armed with this information, you will be well-qualified to give excellent direction to your managers and staff to ensure that your vital capability in the field of project management—and how you manage innovation—is equal to or better than that of your competitors.

Planning your estate is a long, complicated process that requires much time and effort. The process of organizing your records for estate planning is equally time consuming and complex. Hiring an attorney to assist you may cost more than you are willing to spend. With the help of *The Complete Guide to Organizing Your Records for Estate Planning*, you can not only take charge of your estate planning documentation, but also save time, money, and effort. In this new book, you will learn how to find an organizational system that works for you, where to look for records, what to record, who to tell, where to keep records, and how often to update your records. You will also find information on creating a will or a living will, setting up a trust, assigning power of attorney, and filling out health care directives. Additionally, you will learn about the documents that should be included in your estate plan, such as insurance policies, Social Security cards, birth certificates of minor children, stock brokerage statements, credit card numbers and statements, certificates of deposit, real estate deeds, mortgage statements, retirement account savings, non-retirement account savings, and current bank statements. The CD-ROM is filled with sample documents and worksheets, as well as a checklist of often overlooked information, including any medications you take, where you worked, where your savings and checking accounts are located, where your car title is located, what your funeral plans or wishes are, and who should receive what. *The Complete Guide to Organizing Your Records for Estate Planning* will help you prepare your documents and record your final instructions and wishes. By using the information provided in this book you will save money you might otherwise have spent on legal and accounting fees. In addition, you will save your family the frustration of searching for these documents if something should ever happen to you. This book, written in an easy-to-understand language, will walk you through the process of organizing your records and make the process much easier for you and your family. The companion CD-ROM is included with the print version of this book; however is not available for download with the electronic version. It may be obtained separately by contacting Atlantic Publishing Group at sales@atlantic-pub.com Atlantic Publishing is a small, independent publishing company based in Ocala, Florida. Founded over twenty years ago in the company president's garage, Atlantic Publishing has grown to become a renowned resource for non-fiction books. Today, over 450 titles are in print covering subjects such as small business, healthy living, management, finance, careers, and real estate. Atlantic Publishing prides itself on producing award winning, high-quality manuals that give readers up-to-date, pertinent information, real-world examples, and case studies with expert advice. Every book has resources, contact information, and web sites of the products or companies discussed.

Pass the LEED AP O+M Exam, Get Your Building LEED Certified, Fight Global Warming, and Save Money! The USGBC released LEED v4 in GreenBuild International Conference and Expo in November, 2013. The GBCI started to include the new LEED v4 content for all LEED exams in June 2014. We have incorporated the new LEED v4 content in this book. LEED (Leadership in Energy and Environmental Design) is one of the most important trends in development and is revolutionizing the construction industry. It has gained tremendous momentum and has a profound impact on our environment. From this book, you will be able to: 1. Identify your weakness through practice questions 2. Learn to work well under the pressure of timed tests 3. Check your responses against the solutions 4. Understand the solutions for the difficult questions through the explanations 5. Fully understand the scope, difficulty level, and format of the LEED AP O+M Exam 6. Learn how to pass the LEED AP O+M Exam There is NO official GBCI book on the LEED AP O+M Exam. LEED v4 AP O+M Mock Exams fills in the blanks and demystifies LEED. The book includes 200 questions and simulates the real exam in every aspect, including scope, difficulty level, format, and number of questions in each LEED category. It includes questions, answers, and explanations. This book is small and easy to carry around. You can read it whenever you have spare minutes. It is an indispensable resource for ordinary people, developers, brokers, contractors, administrators, architects, landscape architects, engineers, interns, drafters, designers, and other design professionals. All our books are available at GreenExamEducation.com Check out FREE tips and info for all LEED Exams and ARE Exams at GeeForum.com, you can post your questions for other users' review. What others are saying about LEED AP O+M Mock Exam ... "These are TOUGH sample tests. You need this book!" "I used this book as a review in the day or two before my exam. The questions in this book could very well be found on the exam, but most actual exam questions will not be as complex as they are made here. Most of these questions on these mock exams have a twist or trick and many can only be answered if you know the materials backwards and forward. This makes for GREAT exam preparation because it makes you acutely aware of the types of tricks and the level of detail you MIGHT see on the exam..." - G. Patton "I highly recommend this book! "The book was extremely helpful for me passing the exam. The questions really challenged me to dig deeper into the details of each category. I felt this was one of several tools to help me be prepared for the exam. I highly recommend this book." - Edwin F Sierra "Such a great tool! "I passed the exam at the first attempt. These mock exams helped me to learn how to tackle the problems and which areas I should focus on! I worked with another book of the author also. It took 2-3 weeks for my preparation." - Chai

The first comprehensive account of the European structured financial products market This comprehensive survey of the securitization market in Europe covers all asset-backed securities (the major classes and some nonconventional asset classes that have been securitized), residential and commercial mortgage-backed securities, collateralized debt obligations, and more. Frank J. Fabozzi, PhD, CFA, CPA (New Hope, PA), is the Frederick Frank Adjunct Professor of Finance in the School of Management at Yale University. Prior to joining the Yale faculty, he was a Visiting Professor of Finance in the Sloan School at MIT. Moorad Choudhry (Surrey, UK) is a Vice President in Structured Finance Services with JPMorgan Chase Bank.

PMP Quick Reference (Digital Short Cut) Claudia M. Baca, Douglas J. Gilas ISBN-10: 0-7897-4487-2 ISBN-13: 978-0-7897-4487-6 As a final exam preparation tool, the PMP Quick Reference provides a concise review of all objectives on the PMP Exam. This digital Short Cut provides you with detailed, graphic-based information, highlighting only the key topics in cram-style format. With this document as your guide, you will learn how to prepare for the exam, get useful tips for completing and filing your paperwork, and discover useful things you should do on test day. This fact-filled Quick Reference allows you to get important information at a glance, helping you to focus your study on areas of weakness and to enhance memory retention of essential exam concepts.

Lenovo System x® and BladeCenter® servers and Lenovo Flex System™ compute nodes help to deliver a dynamic infrastructure that provides leadership quality and service that you can trust. This document (simply known as xREF) is a quick reference guide to the specifications of the currently available models of each System x and BladeCenter server. Each page can be used in a stand-alone format and provides a dense and comprehensive summary of the features of that particular server model. Links to the related Product Guide are also provided for more information. An easy-to-remember link you can use to share this guide: <http://lenovopress.com/xref> Also available is xREF for Products Withdrawn Prior to 2012, a document that contains xREF sheets of System x, BladeCenter, and xSeries servers, and IntelliStation workstations that were withdrawn from marketing prior to 2012. Changes in the May 18 update: Added the Flex System Carrier-Grade Chassis See the Summary of changes in the document for a complete change history.

Praise for *Investment Manager Analysis* "This is a book that should have been written years ago. It provides a practical, thorough, and completely objective method to analyze and select an investment manager. It takes the mystery (and the consultants) out of the equation. Without question, this book belongs on every Plan Sponsor's desk." -Dave Davensports, Assistant Treasurer, Lord Corporation, author of *The Equity Manager Search* "An insightful compendium of the issues that challenge those responsible for hiring and firing investment managers. Frank Travers does a good job of taking complicated analytical tools and methodologies and explaining them in a simple, yet practical manner. Anyone responsible for conducting investment manager due diligence should have a copy on their bookshelf." -Leon G. Cooperman, Chairman and CEO, Omega Advisors, Inc. "Investment Manager Analysis provides a good overview of the important areas that purchasers of institutional investment management services need to consider. It is a good instructional guide, from which search policies and procedures can be developed, as well as a handy reference guide." -David Spaulding, President, The Spaulding Group, Inc. "This book is the definitive work on the investment manager selection process. It is comprehensive in scope and well organized for both the layman and the professional. It should be required reading for any organization or individual seeking talent to manage their assets." -Scott Johnston, Chairman and Chief Investment Officer, Sterling Johnston Capital Management, LP "Investment Manager Analysis is a much-needed, comprehensive review of the manager selection process. While the industry is riddled with information about selecting individual stocks, comparatively little has been written on the important subject of manager selection for fund sponsors. This is a particularly useful guide for the less experienced practitioner and offers considerable value to the veteran decisionmaker as well." -Dennis J. Trittin, CFA, Portfolio Manager, Russell Investment Group

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A revolutionary new resource that brings documentation product management ideas up to date The 1994 bestselling classic *Managing Your Documentation Projects* set the industry standard for technical documentation. However, since then, much has changed in the world of information development. With this new title, JoAnn Hackos looks beyond the structured project of the 1980s and 1990s. Instead, she focuses on the rapidly changing projects of the 21st century and addresses how to introduce agile information development without neglecting the central focus of planning information design and development around the needs of information users. As an information-development manager, you are expected to reduce costs and project time, do more work with fewer resources and less money, and increase the value of the information you deliver. Recognizing this, Hackos has carefully designed this book to help you do precisely that. She helps you make strategic decisions about information development and directs the discussion of project management toward smarter decision-making. An update of the original 1994 *Information Process Maturity Model (IPMM)* presents you with a method by which you can compare the state of your organization to others, evaluate your current status, and then consider what is necessary in order to move to the next level. *Information Development* offers a completely new look at best practices for all phases of the document development lifecycle, including: Managing a corporate information portfolio Evaluating process maturity Partnering with customers and developing user scenarios Developing team effectiveness and collaboration Planning and monitoring information projects Managing translation and production Evaluating project performance Managing for quality, efficiency, and cost-effectiveness The companion Web site includes electronic versions of the templates and checklists featured in the book. Wiley Technology Publishing Timely. Practical. Reliable. Visit our Web site at www.wiley.com/compbooks/

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