The Software Requirements Memory Jogger A Desktop

The Memory JoggerThe Team Memory JoggerThe Memory Jogger Plus+The Black Belt Memory JoggerProject Management Memory JoggerThe Creativity Tools Memory JoggerThe Team Memory JoggerProject Management Memory JoggerThe ASQ Certified Quality Improvement Associate HandbookThe Memory Jogger IIThe black belt memory joggerThe Memory Jogger IIThe Advanced Project Management Memory JoggerThe Software RequirementsThe Memory Jogger 9000/2000Learner's Reference Guide to the Memory Jogger IIThe Time Management Memory JoggerThe Black Belt Memory JoggerThe Project Management Memory JoggerThe Certified Quality Improvement Associate Handbook, Third Edition Michael Brassard Goal/Qpc Michael Brassard James D. Bolton Paula Martin Diane Ritter GOAL/QPC. Paula Martin Grace L. Duffy Michael Brassard Six Sigma Academy Michael Brassard Karen Tate Ellen Gottesdiener Robert W. Peach Francine Oddo Peggy Duncan Goal/qpc Goal/qpc Russell T. Westcott

for almost twenty years the memory jogger has been helping organizations improve their daily procedures systems quality costs and yields with more than five million copies sold worldwide this proven on the job reference tool is perfect for providing your teams with practical instructions on basic quality tools and examples of problem solving techniques

applies the memory jogger format to team environments to expedite the process of reaching an effective perform stage providing coverage of such topics as communication productivity and decision making while explaining how team members can master interpersonal skills and guidelines for optimal effectiveness

goal qpc was asked to develop a memory jogger to help project sponsors project team leaders and project team members to work seamlessly so their work projects could be completed on time and on budget to respond to this need goal qpc published the project management memory jogger ensure that your team s projects are completed on time within budget and with exceptional results an indispensable tool for employees at all levels of the organization the project management memory jogger offers a practical user friendly approach to effective project management this desktop guide provides a project road map to enable teams to prepare for charter execute and close out successful projects key concepts in each step of the project management process are illustrated in a case study that parallels the process each step also includes a discussion of why and how to complete each portion of the process a valuable asset that can be customized to incorporate your organization s unique culture and business goals the project management memory jogger explains the skills and knowledge team members need to apply to each project

this practical guide to personal action and organizational improvement can help people bring creative ideas to all parts of their jobs it includes 10 creativity tools 7 additional creativity techniques 7 activities for exercising team creativity and other topics related to building a creative organizational environment the guide follows the familiar memory jogger format which includes the tool s purpose benefits steps in construction and critical tips new to this guide every tool also has a start to finish case example that illustrates how a tool was used and the results it produced order the creativity tools memory jogger today for all your team members and start using it to inspire new and imaginative ideas for resolving long standing problems developing new products or services and developing new processes or dramatic process improvements

a quick reference describes in non technical clear language a process for managing all types of projects

intro prep handbook on basics of the quality field its philosophies for asqe s cqia certified quality improvement associate certification exam

based on the original memory jogger this pocket guide provides basic tools for problem solving and continuous improvement team techniques and collaborative decision making tools including the seven management and planning tools are also included read it cover to cover and refer to it often

a low cost tool that can bring you six sigma success help all of your black belts become the teachers mentors and leaders you know they can be starting with a clear depiction of the dmaic model and the roles and responsibilities that help ensure that six sigma methodologies become ingrained in the organization the black belt memory jogger clarifies concepts and tools from critical to flowdown through control plans illuminating these methods in 25 detailed chapters for six sigma know how

the advanced project management memory jogger is effective in assisting project management efforts at the organizational or strategic level this book will expand the experienced project professional s knowledge of the core concepts in project management such as scheduling risk team building communication and negotiation skills and project control it also introduces more specialized and or advanced concepts such as reviewing performance variances and indices creating a project management office and tracking earned value

the software requirements memory jogger is an easy to use guide for developing and managing precise software requirements the software requirements memory jogger provides every member of your project team with the tools and techniques to foster communication between business and technical teams on the necessary requirements for producing successful software the software requirements memory jogger will benefit all stakeholders at any organizational level involved in software development projects management team practitioners qa qc personnel explore practical steps tips and examples to help you develop and manage requirements follow the user requirements roadmap a toolkit of techniques for discovering and analyzing user requirements streamline communications between all requirements stakeholders learn how to write clear concise requirements documents

guide your organization quickly easily and effectively through the iso 9001 2000 registration process this convenient reference guide is designed to help your organization follow its course toward iso registration from preparation to implementation and maintenance with additional discussion about further improvement choices because the registration process will affect everyone in your organization the memory jogger 9000 2000 is designed for use by every member of your company not just the few people responsible for guiding the implementation process each clause is separated into sections describing what the clause is why it should be done how it should be done and what is new in iso 9001 2000 examples of quality documents and quality records are included to illustrate ways to comply with iso requirements

a reference to working more effectively to reduce hours while getting more work accomplished shares working solutions to identifying and eliminating time wasting activities setting clear goals and identifying the most appropriate technological tools

asq s certified quality improvement associate cqia certification is designed to introduce the basics of quality to organizations and individuals not currently working within the field of quality this book and the body of knowledge bok it supports are intended to form a foundation for further study and application of proven quality principles and practices worldwide the book follows the cqia bok in both content and sequence the intent is that this book will serve as a guide to be used in preparation to take the cqia examination given by asq each chapter stands alone and the chapters may be read in any order some material reaching beyond the content of the bok has been added supplemental reading suggestions are provided an online interactive sample exam and a paper and pencil sample can be found on the asq website asq org cert quality improvement associate prepare

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