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JAMIYA CUMMINGS

The Checklist Manifesto SME

This publication focuses on the critical methods that can be used to dramatically improve the fiscal closing process. The Record to Report (R2R) or Fiscal Closing Process is at the core of the controllership function. The process includes transaction processing, internal and external reporting, and the internal controls—the people, processes, and technology—that constitute the corporate organizational hierarchy. CFOs, controllers, and corporate finance departments require timely, accurate, and consistent data to make appropriate operational and strategic decisions and fulfill statutory, regulatory, and compliance requirements with accurate and timely data. The Fast Close Toolkit offers both strategic and tactical suggestions that can significantly improve the fiscal closing process and provides guidance on new legislation requirements, systems and best practice processes. Checklists, templates, process narratives, and sample policies are provided for every component of the fiscal close. Investors and shareholders expect fast and easy access to the data created by current business activities in the information-driven digital age. The Fast Close Toolkit provides the necessary tools and expert advice to improve the fiscal closing process. Authoritative and up to date, this book: Identifies the bottlenecks that can impact the and improvethe fiscal close process and provides best practices to help alleviate these challenges Defines the Record to Report (R2R) and recommends the roles and responsibilities for fiscal close processes flow Offers the internal controls to use for the end-to-end fiscal close process Describes approaches for risk management, R2R, and fiscal close benchmarking Identifies KPIs for all aspects of the R2R process Provides the mechanism for developing a financial close scorecard Recommends leading practices for both external and internal reporting Provides guidance on how strategic planning, the budget and forecast processes can be streamlined to enhance the fiscal close and internal reporting results Written by a respected expert on internal controls and the fiscal closing process, The Fast Close Toolkit is a valuable source of information for professionals involved in controllership and have responsibility for the fiscal close.

OE Communiqué Lippincott Williams & Wilkins

"Robert Pearl, a well-known DBA in the SQL community, explains his holistic vision of a database instance that needs regular check-ups and gives the tools, scripts, and best practices he has collected over the years." Alberto Bolchini, Computing Reviews, May 9, 2016 Healthy SQL is about ensuring the ongoing performance health of a SQL Server database. An unhealthy database is not just an inconvenience; it can bring a business to its knees. And if you are the database administrator, the health of your SQL Server implementation can be a direct reflection on you. It's in everyone's best interest to have a healthy SQL implementation. Healthy SQL is built around the concept of a medical checkup, giving you the tools you need to assess the current health of your database and take action to improve upon

that health and maintain good performance to your business.

Healthy SQL aids in developing a rigorous routine so that you know how healthy your SQL Server machines are, and how you can keep those same servers healthy and fit for duty. The book is filled with practical advice and a time-tested strategy, helping you put together a regimen that will ensure your servers are healthy, your implementation is fully optimized, your services are redundant and highly available, and you have a plan for business continuity in the event of a disaster. If your current environment doesn't match up with these criteria, then pick up a copy of Healthy SQL today and start your journey on the road to a fit and tight SQL Server deployment.

Defining Excellence in Simulation Programs World Bank Publications

Treasury Single Account Rapid Assessment Toolkit is designed to assist the government officials in clarifying the current status of TSA operations, and identifying possible improvements in practices, regulations, information security, and payment systems. The toolkit includes 65 questions in five categories as key indicators about the reliability and integrity of TSA platforms and underlying government payment systems. A risk and controls review is also embedded in this assessment to analyze the information systems, procedures and operational environment. This assessment questionnaire (checklist) is expected to provide a quick feedback to all stakeholders involved in TSA operations on several key aspects using a consistent approach.

Army Organizational Effectiveness Journal DIANE Publishing

This is the first digital forensics book that covers the complete lifecycle of digital evidence and the chain of custody. This comprehensive handbook includes international procedures, best practices, compliance, and a companion web site with downloadable forms. Written by world-renowned digital forensics experts, this book is a must for any digital forensics lab. It provides anyone who handles digital evidence with a guide to proper procedure throughout the chain of custody--from incident response through analysis in the lab. A step-by-step guide to designing, building and using a digital forensics lab A comprehensive guide for all roles in a digital forensics laboratory Based on international standards and certifications

How to Run Your Nurse Practitioner Business DIANE Publishing

SAP can help you capture better information and deliver it more quickly, allowing you to make better decisions and maximize the business value of everything you do. However, SAP implementations require massive effort, total buy-in, and significant change throughout the organization. In *SAP Implementation Unleashed*, 10 expert SAP project managers, functional consultants, and technologists guide you through the entire journey, helping you avoid pain and pitfalls and gain all the benefits of SAP. The authors introduce start-to-finish business, technical, and project management roadmaps for successful SAP implementation. Then, drawing on their immense experience, they walk you through the entire process of planning and deployment—addressing make-or-break issues and hidden gaps that other guidebooks ignore. You'll discover how to employ processes, models, and toolsets that help you achieve

implementation excellence while systematically reducing cost and business risk. Along the way, you'll find actionable advice and real-world insight into innovative project management, best-suited leadership, effective load testing, contemporary infrastructure implementation, and more. George W. Anderson is responsible for providing enterprise applications thought leadership for the EDS/HP office of the CTO. A long-time SAP consultant and PMI-certified project manager, George has authored several best-selling books and enjoys new challenges. Charles D. Nilson is a senior program manager for EDS/HP and has led many successful SAP implementation teams over the years. He is a PMI PMP and is SAP Partner Academy certified in MM and PP. Tim Rhodes is a senior SAP technical consultant for EDS/HP and a Basis/infrastructure veteran focused on implementing, migrating, and upgrading SAP Business Suite and NetWeaver solutions. Tim is also an SAP-certified technical consultant, OCP, MCSE, and HP Master ASE. Detailed Information on How To... Define the business vision driving your implementation, and use it to design your solution Use TCO techniques to fully understand SAP's financial impact in your organization Structure your SAP project management office, business teams, technical support organization, and overall project team Size, plan, and test your SAP infrastructure to deliver the best performance and availability at the best cost Integrate SAP into an SOA environment Install and configure SAP Business Suite and NetWeaver components Perform basic functional configuration, testing, and change management activities Enable a smooth transition by successfully performing the critical tasks that immediately precede SAP Go-Live Choose the right mix of tools and applications to test, manage, and monitor SAP Prepare your SAP Operations team for its post-implementation responsibilities

Planning guide for maintaining school facilities Jones & Bartlett Learning

Master one of our economy's most rare skills and achieve groundbreaking results with this "exciting" book (Daniel H. Pink) from an "exceptional" author (New York Times Book Review). Deep work is the ability to focus without distraction on a cognitively demanding task. It's a skill that allows you to quickly master complicated information and produce better results in less time. Deep Work will make you better at what you do and provide the sense of true fulfillment that comes from craftsmanship. In short, deep work is like a super power in our increasingly competitive twenty-first century economy. And yet, most people have lost the ability to go deep—spending their days instead in a frantic blur of e-mail and social media, not even realizing there's a better way. In *Deep Work*, author and professor Cal Newport flips the narrative on impact in a connected age. Instead of arguing distraction is bad, he instead celebrates the power of its opposite. Dividing this book into two parts, he first makes the case that in almost any profession, cultivating a deep work ethic will produce massive benefits. He then presents a rigorous training regimen, presented as a series of four "rules," for transforming your mind and habits to support this skill. 1. Work Deeply 2. Embrace Boredom 3. Quit Social Media 4. Drain the Shallows A mix of cultural criticism and actionable advice, *Deep Work* takes the reader on a journey through memorable stories—from Carl Jung building a stone tower in the woods to focus his mind, to a social media pioneer buying a round-trip business class ticket to Tokyo to write a book free from distraction in the air—and no-nonsense advice, such as the claim that most serious professionals should quit social media and that you should practice being bored. *Deep Work* is an indispensable guide to anyone seeking focused success in a distracted world. An Amazon Best Book of 2016 Pick in Business & Leadership Wall

Street Journal Business Bestseller A Business Book of the Week at 800-CEO-READ

Order JO 7210.3V Mike Byrnes & Associates, Inc.

Raise your simulation programs to new heights with the fully updated *Defining Excellence in Simulation Programs*, 2nd edition. An official publication of the Society for Simulation in Healthcare, this fully illustrated guide speaks to the needs of all healthcare professionals using simulation for education, assessment, and research. Offering best practices for a wide variety of programs, it addresses all areas of program management, from staffing, funding, and equipment, to education models. Whether you are new to running a simulation program, developing a program, or studying simulation, this is your key to creating cost-effective, research-based programs.

Infantry ICON Group International

If you're in the process of starting a new restaurant or are managing an existing food service operation, this is the one book you need to do it right. Always wanted a personal assistant at your disposal? Now you will have one, in book form! Designed to save the food service manager both time and money, you won't know how you got along before without it. For the new and veteran food service operators alike, this book is essentially a unique "survival kit" packed with tested advice, practical guidelines and ready-to-use materials for all aspects of your job. The book and companion CD-Rom focuses on the issues, situations and tasks that you face daily in your management role as leader, manager, arbitrator, evaluator, chairperson, disciplinarian and more; from working with difficult customers and employees to ensuring the profitability of your operation. Included in this book are hundreds of easy-to-implement tools, forms, checklists, posters, templates and training aids to help you get your operation organized, and easier to manage while building your bottom line! The material may be used as is or readily adapted for any food service application. For example, you'll find a practical form to use when interviewing employees, a template for developing an employee schedule and checklists for examining the food service operation and preparing a budget. Expertly organized, this unique book takes you step by step through each department of a restaurant, caterer, hotel and non-commercial operations. Among the topics covered are management principles of planning, organizing, coordinating, staffing, directing, controlling and evaluation; product purchasing, receiving, storing and issuing, preparation and service; employment and personnel practices; and management of equipment and money. This manual will arm you with the right information to help you do your job. Keep it on your desk for continual reference. The many valuable forms contained in this work may be easily printed out and customized from the companion CD-Rom. There are over 488 ready-to-use business forms, checklists, training aids, contracts and agreements! 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.

The Fast Close Toolkit Springer Publishing Company
Textbook for tractor semitrailer operations: fourth edition includes current information on hours of service, hazardous materials, cargo securement, in-cab technology; trucking industry history; U.S. regulations; procedures; descriptions of systems, components, use/maintenance requirements; troubleshooting; safe driving; economy driving; regulated activities. Includes end-of-chapter tests, Observation Skills Tests, illustrations, index

Getting Things Done Routledge

The pressure is on to enhance corporate reputations, achieve higher operational efficiency, improve planning and control, gain access to mineral resources, build trust with stakeholders, attract financing, recruit and retain a quality workforce, and lower costs. Sustainable Management of Mining Operations provides a holistic, practical approach to achieving these goals. The key, say the authors, is to create a culture within the organization that recognizes the value of sustainability by effectively integrating economic, environmental, and social considerations. Each section of this book focuses on sustainable management from a different perspective, management level, or stage of the mine life cycle. You'll benefit from real-life, practical insights from 27

internationally respected authors whose job titles have encompassed everything from CEO to master mechanic.

Start Your Own Medical Practice Metropolitan Books

From the award-winning author of *The Leadership Moment* comes a definitive checklist to help today's leaders act decisively when it counts the most. In this fast-reading and illuminating book, world-renowned leadership expert Michael Useem provides 15 guiding principles that form the core of the Leader's Checklist. He helps you to personalize your checklist to the unique needs and demands of your organization. To demonstrate the power of the Leader's Checklist, Useem examines accounts of extraordinary leadership, including the triumphant rescue of 33 miners in Chile. Based on solid research and.

System Busters Atlantic Publishing Company

The New York Times bestselling author of *Being Mortal* and *Complications* reveals the surprising power of the ordinary checklist. We live in a world of great and increasing complexity, where even the most expert professionals struggle to master the tasks they face. Longer training, ever more advanced technologies—neither seems to prevent grievous errors. But in a hopeful turn, acclaimed surgeon and writer Atul Gawande finds a remedy in the humblest and simplest of techniques: the checklist. First introduced decades ago by the U.S. Air Force, checklists have enabled pilots to fly aircraft of mind-boggling sophistication. Now innovative checklists are being adopted in hospitals around the world, helping doctors and nurses respond to everything from flu epidemics to avalanches. Even in the immensely complex world of surgery, a simple ninety-second variant has cut the rate of fatalities by more than a third. In riveting stories, Gawande takes us from Austria, where an emergency checklist saved a drowning victim who had spent half an hour underwater, to Michigan, where a cleanliness checklist in intensive care units virtually eliminated a type of deadly hospital infection. He explains how checklists actually work to prompt striking and immediate improvements. And he follows the checklist revolution into fields well beyond medicine, from disaster response to investment banking, skyscraper construction, and businesses of all kinds. An intellectual adventure in which lives are lost and saved and one simple idea makes a tremendous difference, *The Checklist Manifesto* is essential reading for anyone working to get things right.

Archives of Pathology & Laboratory Medicine American Concrete Institute

This book is the culmination of years of experience in the

information technology and cybersecurity field. Components of this book have existed as rough notes, ideas, informal and formal processes developed and adopted by the authors as they led and executed red team engagements over many years. The concepts described in this book have been used to successfully plan, deliver, and perform professional red team engagements of all sizes and complexities. Some of these concepts were loosely documented and integrated into red team management processes, and much was kept as tribal knowledge. One of the first formal attempts to capture this information was the SANS SEC564 Red Team Operation and Threat Emulation course. This first effort was an attempt to document these ideas in a format usable by others. The authors have moved beyond SANS training and use this book to detail red team operations in a practical guide. The authors' goal is to provide practical guidance to aid in the management and execution of professional red teams. The term 'Red Team' is often confused in the cybersecurity space. The terms roots are based on military concepts that have slowly made their way into the commercial space. Numerous interpretations directly affect the scope and quality of today's security engagements. This confusion has created unnecessary difficulty as organizations attempt to measure threats from the results of quality security assessments. You quickly understand the complexity of red teaming by performing a quick google search for the definition, or better yet, search through the numerous interpretations and opinions posted by security professionals on Twitter. This book was written to provide a practical solution to address this confusion. The Red Team concept requires a unique approach different from other security tests. It relies heavily on well-defined TTPs critical to the successful simulation of realistic threat and adversary techniques. Proper Red Team results are much more than just a list of flaws identified during other security tests. They provide a deeper understanding of how an organization would perform against an actual threat and determine where a security operation's strengths and weaknesses exist. Whether you support a defensive or offensive role in security, understanding how Red Teams can be used to improve defenses is extremely valuable. Organizations spend a great deal of time and money on the security of their systems. It is critical to have professionals who understand the threat and can effectively and efficiently operate their tools and techniques safely and professionally. This book will provide you with the real-world guidance needed to manage and operate a professional Red Team, conduct quality engagements, understand the role a Red Team plays in security operations. You will explore Red Team concepts in-depth, gain an understanding of the fundamentals of threat emulation, and understand tools needed you reinforce your organization's security posture.

Preventing Retail Theft John Wiley & Sons

This guide provides information for companies on how to plan and organize a SAP implementation. It includes examples of both new and existing SAP customer sites which offer tried and proven approaches, scripts and tools to save time and money.

The Leader's Checklist, Expanded Edition Lippincott Williams & Wilkins

Designated a Doody's Core Title! "This is a wonderful resource for current and future nurse practitioners. The information is valuable and timely. This is an essential addition to resource libraries for nurse practitioners." Score: 100, 5 stars --Doody's This book serves as an authoritative reference designed for nurse practitioners (NPs), masters and doctoral level students, and administrators interested in developing and managing high-quality, cost-effective, and patient-accessible healthcare in NP settings. The Doctor of Nursing Practice (DNP) Essentials are

described in detail, and implications of the practice doctorate are integrated into this comprehensive text designed assist the reader in learning the principles of business management. The authors delineate the scope and role of the NP, the changing vision of healthcare delivery and its impact on NPs, and an analysis of the impact of statutes and legislation on NP-run practices. The book also provides a review of entrepreneurial models of NP delivery settings. Key features: Provides templates of policies, procedures, and documents that readers can adapt for their own settings regarding referral, release of healthcare information, and mission statements Discusses all aspects of running a clinic, such as on-call scheduling, job descriptions, staff evaluation, managing patient records, collaborative practice agreements, business plans, and sample budgets Offers important information about patient safety, evidence-based practice, working with business consultants to develop a practice, financial management of a practice, explanations of the roles of the director/owner and other providers

The Contractor's Guide to Quality Concrete Construction Sams Publishing

An Official Publication of the Society for Simulation in Healthcare, *Defining Excellence in Simulation Programs* aims to meet the needs of healthcare practitioners using simulation techniques for education, assessment, and research. Increasingly, simulation is an integral part of teaching and training programs in healthcare settings around the world. Simulation models, including virtual simulation, scenario-based simulation with actors, and computerized mannequins, contributes to improved performance and reduced errors in patient care. This text establishes working definitions and benchmarks for the field of simulation and defines the types of simulation programs, while also covering program leadership, funding, staffing, equipment and education models. It provides knowledge critical to the success of simulation program management, simulation educators, and simulation researchers. Written to appeal to the novice to advanced beginner, a special section in each chapter is directed to the competent to expert programs, managers, educators, and researchers, so that this text truly can serve as the comprehensive reference for anyone in simulation.

Healthy SQL Sourcebooks, Inc.

ALLEN/GETTING THINGS DONE

SAP Planning Hachette UK

Meant to aid State & local emergency managers in their efforts to develop & maintain a viable all-hazard emergency operations plan. This guide clarifies the preparedness, response, & short-term recovery planning elements that warrant inclusion in emergency operations plans. It offers the best judgment & recommendations on how to deal with the entire planning process -- from forming a planning team to writing the plan. Specific topics of discussion include: preliminary considerations, the planning process, emergency operations plan format, basic plan content, functional annex content, hazard-unique planning, & linking Federal & State operations.

Temperate Climate Sams Publishing

Protect lives and property with state-of-the-art guidance on conducting safe, thorough, accurate inspections! Expanded with updated facts and new chapters! Completely revised and updated to reflect the latest procedures and code requirements,

the Fire and Life Safety Inspection Manual is your step-by-step guide through the complete fire inspection process, with special emphasis on life safety considerations. Formerly the NFPA Inspection Manual, it covers the full range of hazards and gives you solid advice on identifying and correcting problems. Easy-to-follow checklists help you remember and record every important detail. Early chapters provide important background information, while the second half presents inspection guidelines for specific fire protection systems and occupancies that are based on the Life Safety Code(R). In addition to discussing fundamentals such as inspection procedures and report writing, this comprehensive manual now includes all-new chapters on Housekeeping and Building Procedures, Water Mist Systems, Day Care Occupancies, Ambulatory Health Care Facilities, and Semi-Conductor Manufacturing. With 150 illustrations, more sample forms, and a larger format, this acclaimed manual is more helpful than ever. Perfect for use in the field, the Manual features a new 8 1/2 x 11 size with full-page checklists at the back of the book linked to individual chapters. Detailed visuals throughout help you understand complicated concepts. Whether you're just starting your career as a fire inspector or ready to brush up on the basics, the Fire and Life Safety Inspection Manual has the reliable inspection advice you need.

Urban Freeway Surveillance and Control Apress

Environmental and social performance measurement and reporting by business has become a high-profile issue during the 1990s. It is increasingly being requested by stakeholders and required by governments. Companies too are finding that they need better environmental and social performance data for effective internal management. And there are a growing number of standardisation initiatives - such as the ISO 14031 guidelines on environmental performance evaluation or the CERES Global Reporting Initiative (GRI) template for sustainability reporting - that are aimed at making it easier for more companies to take action, and for stakeholders to compare their progress. Sustainable Measures collects together most of the key work and individuals concerned with the topic from around the world. Contributions include: environmental and social reporting by John Elkington and colleagues at SustainAbility; the GRI discussion draft; Roger Adams and Martin Houldin on the FEE study of environmental reporting; Janet Ranganathan of the World Resources Institute on sustainability measures; and Martin Bennett and Peter James on ISO 14031 and the future of environmental performance evaluation. There are also chapters examining current practice in Austria, Denmark, India, Indonesia, Japan, the Netherlands and South Africa, developments in electronic reporting, as well as case studies of Baxter, Kunert, Niagara Mohawk, Unox, The Body Shop and the UK water industry, and an analysis of leading social reports. The book is essential reading for all academics, campaigners, policy-makers and practitioners with an interest in issues such as: The standardization and comparability of environmental and social performance measures Measuring and reporting on sustainable business Eco-points and other means of evaluating product impacts The implementation of measurement and reporting Best practice in corporate environmental and social reporting New means of communicating environmental data Environmental performance evaluation in developing countries