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present proven management strategies for developing, implementing and operating a '21st century' records management programme. Where most available titles are biased toward dealing with inactive records, this book gives a balanced treatment for all phases of the record's life cycle, from creation or receipt through to ultimate disposition. The Records Management Handbook is a practical reference for use by records managers, analysts, and other information management professionals, which will aid decision-making, improve job performance, stimulate ideas, help avoid legal problems, minimize

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Second Edition is an indispensable reference that is unsurpassed in both the breadth and depth of its coverage.

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people think individually and in groups than with programming. He summarizes past successful projects and why others failed. Visibility and communication are more important than SQL and C. The book discusses the technical and people aspects of software and how they relate to one another. The first part of the text discusses four themes: (1) people, process, product, (2) visibility, (3) configuration management, and (4) IEEE Standards. These themes stress thinking, organization, using what others have built, and people. The second part describes the software management principles of process,

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planning, and risk management. Part three discusses software engineering principles, the technical aspects of software projects. The fourth part examines software practices giving practical meaning to the individual topics covered in the preceding chapters. The final part of this book continues these practical aspects by illustrating a sample project through seven distinctive documents.

This book is for managers and would-be managers who need to upgrade their knowledge of digital marketing. Told from the perspective of marketing strategy, it puts

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digital marketing in the context of firm strategy selection. The first step in digital marketing is to understand your company and your brand. The next step is to put content and keywords on your web and mobile sites so that they can be found in search. Then use the delivery platforms of digital content, e-mail, social, and mobile, to deploy that content to the customer. The final topics in the book focus on the importance of data management and privacy as well as the emerging roles of analytics, artificial intelligence and marketing automation. Without quality data, no digital marketing

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program can be successful. This data can then be used in data analytics applications for predictive modeling. After reading this book, the reader will have a good idea of where to start on the path to an integrated digital marketing management strategy. Each chapter concludes with a list of action steps or “what to do next” to get started on implementing a digital marketing strategy as well as review questions and key terminology.

The Manager's Handbook for Corporate Security: Establishing and Managing a Successful Assets Protection Program, Second

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Edition, guides readers through today's dynamic security industry, covering the multifaceted functions of corporate security and providing managers with advice on how to grow not only their own careers, but also the careers of those they manage on a daily basis. This accessible, updated edition provides an implementation plan for establishing a corporate security program, especially for those who have little or no knowledge on the topic. It also includes information for intermediate and advanced professionals who are interested in learning more about general security, information

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systems security, and information warfare. Addresses today's complex security industry, the role of the security manager, the diverse set of corporate security functions, and skills for succeeding in this dynamic profession Outlines accessible, comprehensive implementation plans for establishing asset protection programs Provides tactics for intermediate and advanced professionals on the topics of general security, information systems security, and information warfare Offers new perspectives on the future of security and evolving expectations of security professionals

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Using seven methods, this book explains how to improve the performance of alarm systems, including benchmarking an alarm system performance against industry best practices, developing an alarm philosophy document, rationalizing alarms, and applying real-time alarm management optimization strategies.

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