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A comprehensive and accessible companion to a proven business model, this book shows how to franchise an existing business, supported by case studies, data, and research reports on the franchise industry. For small to medium sized businesses, franchising can lead to successful and profitable growth, and plays an important role within the US economy. Utilizing a proprietary dataset with the most up-to-date statistics regarding a range of franchising trends, this analytical guide is based on management research frameworks that will lead to better understanding of a range of franchising strategies. Issues covered include: The franchising business model, including its history, economic impact, and regulations Critical factors that significantly influence franchising success, enabling a comprehensive feasibility analysis of franchising potential or existing business ideas Implementation components of franchising strategies, such as different franchise structures, regional development plans, and future trends With its clear focus and practical orientation, this book will be a valuable resource for entrepreneurs, as well as undergraduate and postgraduate students, interested in acquiring the knowledge, skills, and abilities to succeed in franchising. This manual helps medium and large law firms increase productivity by providing a model manual for law office policies and procedures. The book, an updated and expanded version of the previous (fourth) edition, is divided into seventeen sections, covering such topics as law office organization, management, and administration, support personnel, office polices, personnel policies and benefits, office security and emergency procedures, financial management, file systems, technology, and communications systems. The book contains numerous sample forms and documents, as well as extensive bibliographies. A CD containing the entire text of the manual is included, allowing customization of the manual for particular user needs. This popular bestseller is an easy-to-use manual complete with customizable medical office policies. Covering more than 100 of todays most pressing events, this manual helps practice administrators and

managers set procedures and policies for managing operational, financial, and risk issues, as well as personnel, disaster planning, and exposure control. Cybersecurity Operations Handbook is the first book for daily operations teams who install, operate and maintain a range of security technologies to protect corporate infrastructure. Written by experts in security operations, this book provides extensive guidance on almost all aspects of daily operational security, asset protection, integrity management, availability methodology, incident response and other issues that operational teams need to know to properly run security products and services in a live environment. Provides a master document on Mandatory FCC Best Practices and complete coverage of all critical operational procedures for meeting Homeland Security requirements. · First book written for daily operations teams · Guidance on almost all aspects of daily operational security, asset protection, integrity management · Critical information for compliance with Homeland Security

Most aviation accidents are attributed to human error, pilot error especially. Human error also greatly effects productivity and profitability. In his overview of this collection of papers, the editor points out that these facts are often misinterpreted as evidence of deficiency on the part of operators involved in accidents. Human factors research reveals a more accurate and useful perspective: The errors made by skilled human operators - such as pilots, controllers, and mechanics - are not root causes but symptoms of the way industry operates. The papers selected for this volume have strongly influenced modern thinking about why skilled experts make errors and how to make aviation error resilient. This “Licensing and Operations Manual for Collective Management Organizations in Nigeria”, drafted jointly by the Nigerian Copyright Commission (NCC) and WIPO, aims to empower the Nigerian Collective Management Organizations (CMOs) by providing practical and up-to-date information on CMO operations, focusing on licensing negotiations and tariff-setting, including digital rights. The Manual is designed to promote a culture of transparency and good practices within CMOs, enabling them to design, implement and adapt an effective licensing strategy. From the author of the real estate investment bible Buy It, Rent It, Profit! comes a fresh guide to teach new and aspiring landlords how to go from managing a single rental property to successfully managing a large rental portfolio. In his first book, real estate expert Bryan Chavis created the ultimate how-to guide for buying and managing rental properties, with practical, realistic ways to build lasting, long-term wealth. Now, he takes his acclaimed program one step further. The Landlord Entrepreneur shifts the focus from dealing exclusively with residential real estate to building a dynamic property management business. By following the step-by-step instructions in this new guide, anyone can create a fully functioning, professional property management company in only ten days. With Chavis’s modern take on real estate, you will learn the five phases of property management and the skills needed to successfully move through them—as well as the hacks and tricks to build your profitable business from the ground up. Full of smart, practical business advice, The Landlord Entrepreneur is the only guide you need to become a successful property manager in today’s real estate market.

Small Unmanned Fixed-wing Aircraft Design is the essential guide to designing, building and testing fixed wing UAVs (or drones). It deals with aircraft from two to 150 kg in weight and is based on the first-hand experiences of the world renowned UAV team at the UK’s University of Southampton. The book covers both the practical aspects of designing, manufacturing and flight testing and outlines and the essential calculations needed to underpin successful designs. It describes the entire process of UAV design from requirements definition to configuration layout and sizing, through preliminary design and analysis using simple panel codes and spreadsheets to full CFD and FEA models and on to detailed design with parametric CAD tools. Its focus is on modest cost approaches that draw heavily on the latest digital design and manufacturing methods, including a strong

emphasis on utilizing off-the-shelf components, low cost analysis, automated geometry modelling and 3D printing. It deliberately avoids a deep theoretical coverage of aerodynamics or structural mechanics; rather it provides a design team with sufficient insights and guidance to get the essentials undertaken more pragmatically. The book contains many all-colour illustrations of the dozens of aircraft built by the authors and their students over the last ten years giving much detailed information on what works best. It is predominantly aimed at under-graduate and MSc level student design and build projects, but will be of interest to anyone engaged in the practical problems of getting quite complex unmanned aircraft flying. It should also appeal to the more sophisticated aeromodeller and those engaged on research based around fixed wing UAVs. The latest tools and techniques for successfully managing construction operations

**CONSTRUCTION Fully revised throughout, the new edition of this practical guide offers a wealth of proven strategies for effectively running a construction business, delivering high-quality projects on time and within budget, and maximizing profits--all gleaned from the authors' decadeslong experience in the construction industry. Construction Operations Manual of Policies and Procedures, Fifth Edition contains new chapters on Building Information Modeling (BIM) and claims, disputes, arbitration, and mediation. More than 150 new and updated contract formats, checklists, forms, and sample letters are included. The book also provides current OSHA safety regulations and standards and the latest LEED Certification requirements. Run a profitable and efficient construction firm with help from this time-saving resource. COVERAGE INCLUDES:** Company organization and quality assurance program Company and project administration General contracts Project engineering Site superintendence Safety and loss control Design-build project administration The preparation and processing of change orders Claims, disputes, arbitration, and mediation Progress schedules and funds analysis Building Information Modeling Green buildings and sustainability Entrepreneur, CEO, or business leader: no matter your title, the success of your company is a responsibility-and weight-that lies squarely on your shoulders. In the beginning, increased control was an asset that bought you peace of mind. But now, without the structure your business needs to thrive, you're overworked, overwhelmed, and unsure of the path ahead. Fortunately, everything that makes your company work can be captured and put to work for you. In *The Business Playbook*, serial entrepreneur Chris Ronzio walks you through his proven framework for building a playbook: the profile of your business, the people who work in it, the policies that guide it, and the processes that operate it. He shows you how to codify your culture and create a living document that allows you to let go of day-to-day responsibilities and empower your team to run the business without you. If you want to build a company that doesn't rely on you putting in more hours, this book will show you the way.

**PMBOK® Guide is the go-to resource for project management practitioners. The project management profession has significantly evolved due to emerging technology, new approaches and rapid market changes. Reflecting this evolution, The Standard for Project Management enumerates 12 principles of project management and the PMBOK® Guide &-- Seventh Edition is structured around eight project performance domains. This edition is designed to address practitioners' current and future needs and to help them be more proactive, innovative and nimble in enabling desired project outcomes. This edition of the PMBOK® Guide:**

- Reflects the full range of development approaches (predictive, adaptive, hybrid, etc.);
- Provides an entire section devoted to tailoring the development approach and processes;
- Includes an expanded list of models, methods, and artifacts;
- Focuses on not just delivering project outputs but also enabling outcomes; and
- Integrates with PMI standards+™ for information and standards application content based on project type, development approach, and industry sector. 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. This major practical handbook bridges the gap between strategy and design, presenting a step-by-step design process with a strategic approach and extensive methods for innovation, strategy development, design methodology and problem solving. It is an effective guide to planning and implementing design projects to ensure strategic anchoring of the process and outcome. Built around a six-part phase structure that represents the design process, covering initial preparations and project briefing, research and analysis, targets and strategy, concept development, prototyping and modelling, production and delivery, it is a must-have resource for professionals and students. Readers can easily dip in and out of sections, using the phase structure as a navigation tool. Unlike other books on the market, Design and Strategy addresses the design process from the perspective of both the company and the designer. For businesses, it highlights the value of design as a strategic tool for positioning, competition and innovation. For the designer, it teaches how to create solutions that are strategically anchored and deliver successful outcomes for businesses, resulting in appreciative clients. It includes over 250 illustrations and diagrams, tables, and text boxes showing how to move through each stage with clear visualisation and explanation. This book encourages all designers in product design and manufacturing, service design, communication design, branding, and advertising, to think beyond shape and colour to see design through the lens of strategy, process and problem solving, and all business managers, innovators and developers, to see the value in strategic design outcomes. Provides a quick veterinary reference to all things practice management related, with fast access to pertinent details on human resources, financial management, communications, facilities, and more Blackwell's Five-Minute Veterinary Practice Management Consult, Third Edition provides quick access to practical information for managing a veterinary practice. It offers 320 easily referenced topics that present essential details for all things practice management—from managing clients and finances to information technology, legal issues, and planning. This fully updated Third Edition adds 26 new topics, with a further 78 topics significantly updated or expanded. It gives readers a look at the current state of the veterinary field, and teaches how to work in teams, communicate with staff and clients, manage money, market a practice, and more. It also provides professional insight into handling human resources in a veterinary practice, conducting staff performance evaluations, facility design and construction, and managing debt, among other topics. KEY FEATURES: Presents essential information on veterinary practice management in an easy-to-use format Offers a practical support tool for the business aspects of veterinary medicine Includes 26 brand-new topics and 78 significantly updated topics Provides models of veterinary practice, challenges to the profession, trends in companion practices, and more Features contributions from experts in veterinary practice, human resources, law, marketing, and more Supplies sample forms and other resources digitally on a companion website Blackwell's Five-Minute Veterinary Practice Management Consult offers a trusted, user-friendly resource for all aspects of business management, carefully tailored for the veterinary practice. It is a vital resource for any veterinarian or staff member involved in practice management. Franchise Your Growth Expert franchise consultant Mark Siebert delivers the ultimate how-to guide to employing the greatest growth strategy ever—franchising. Siebert tells you what to expect, how to

move forward, and avoid costly mistakes as he imparts decades of experience, insights, and practical advice to help grow your business exponentially through franchising. Learn how to: Evaluate your existing businesses for franchisability Identify the advantages and disadvantages of franchising Develop a business plan for growth on steroids Evaluate legal risk, obtain necessary documents, and protect intellectual property Create marketing plans, build lead generation, and branding for a new franchise Cultivate the franchisee-franchisor relationship

Event Management, specifically written for the Diploma of Event Management and Advanced Diploma of Event Management, is a comprehensive resource for anyone wanting to build their expertise in professional event management. This edition adopts a scaffold learning pedagogy, helping students move through the material logically and efficiently while building on their understanding of tourism, cultural, business and sporting events. "Provides hands-on samples of forms, policies, and procedures that can be easily customized, reproduced, and implemented in a medical practice. The manual is designed for all medical practices, regardless of organizational size, type, or specialty mix and provides practical tools that all providers, administrators, supervisors, and staff can use"--Provided by publisher. In order to gain accreditation, every laboratory must have a superior quality assurance program. The keys to a successful program are the operational and technical manuals and associated documents which define the program and its various components. Written by experts with global experience in setting up laboratories, Implementing Quality in Laboratory Policies and Processes: Using Templates, Project Management, and Six Sigma provides templates for the various policies, procedures, and forms that should be contained in the quality assurance, operational, and technical manuals of a laboratory seeking accreditation. Templates for the entire project life cycle The book begins with a general introduction and overview of quality assurance and then moves on to cover implementation strategies. It contains best practices and templates for the project management of the design and implementation of the laboratory operational and technical manuals required to establish a quality assurance program. The templates span the entire project life cycle, from initiation, to planning, to execution, to monitoring, and finally, to closure. The book also examines how Six Sigma concepts can be used to optimize laboratories, and contains templates that cover administrative issues, quality assurance, sample control, and health and safety issues. In addition, there is a section of criteria files that relate the individual document templates to specific accreditation criterion. Addresses the standards of ISO 17025 The results of any laboratory examination have the potential to be presented in court and can ultimately affect the life and liberty of the parties involved. Therefore, a stringent quality assurance program, including well-documented policies and a procedure manual, is essential. Ensuring that laboratories meet the standards of ISO 17025, this volume is a critical component of any laboratory's accreditation process. Advances in Systems Safety contains the papers presented at the nineteenth annual Safety-Critical Systems Symposium, held at Southampton, UK, in February 2011. The Symposium is for engineers, managers and academics in the field of system safety, across all industry sectors, so the papers making up this volume offer a wide-ranging coverage of current safety topics, and a blend of academic research and industrial experience. They include both recent developments in the field and discussion of open issues that will shape future progress. The 17 papers in this volume are presented under the headings of the Symposium's sessions: Safety Cases; Projects, Services and Systems of Systems; Systems Safety in Healthcare; Testing Safety-Critical Systems; Technological Matters and Safety Standards. The book will be of interest to both academics and practitioners working in the safety-critical systems arena. Learn favorite techniques from this group of twenty-two Excel MVPs. The Excel MVPs are friends and competitors who each pulled out their favorite tricks to impress you and their fellow MVPs.

Smooth the managerial side of running a small- to mid-sized contracting firm with this paperwork slashing, time-saving, business-boosting reference. Readers will find methods, strategies and tactics, forms, checklists, and ready-to-copy letters laid out in a concise easy-to-follow format. The new fourth edition offers 20% more forms and checklists, covers the latest developments in construction management software, along with new material on the Design-Build process. The CD-ROM contains project delivery forms, sample letters, checklists, and more.

**How to Use This Book** The primary purpose of this book is to assist small companies, involved in both hardware and software, to devise and evolve their own quality systems. There are a number of national and now international standards which outline the activities for which procedures and records need to be specified. They are described and compared in Chapter 2, and the subsequent guidance in the book is intended to assist in meeting them. Although, at first sight, the operations of a hardware equipment developer may seem very different from those of a software house, the basic requirements of a quality system, such as the BS 5750 and ISO 1987 series of documents, are the same. For this reason the same standard can be called for in both areas and it will be seen, in Part 2, that suitable procedures can be derived to meet both types of operation. Quality standards (BS 5750, AQAP, ISO 9000 series) distinguish between companies carrying out, on the one hand, both design and manufacturing fixed functions and, on the other hand, those who only manufacture to specifications. In practice, the lesser requirements (those applying to manufacture to fixed specifications) are common to both levels of standard and the additional controls pertaining to design are added to obtain the higher standard. Chapter 2 explains the differences in detail.

**MrExcel 2021** is designed to make the reader far more efficient in their use of Microsoft Excel. Originally designed for Bill Jelen's live Power Excel seminars, the target audience already uses Excel 40 hours a week. These tips are the "aha" tips that uncover secret methods in Excel. The book covers general Excel functions, pivot tables, formulas such as VLOOKUP and the new XLOOKUP. It introduces elements of modern Excel such as the Power Pivot Data Model and cleaning data with Power Query. Updated annually, this edition for 2021 adds information on LET and LAMBDA functions, amazing new data types, dynamic array formulas, and more. With 28 new chapters, the third edition of *The Practice of System and Network Administration* innovates yet again! Revised with thousands of updates and clarifications based on reader feedback, this new edition also incorporates DevOps strategies even for non-DevOps environments. Whether you use Linux, Unix, or Windows, this new edition describes the essential practices previously handed down only from mentor to protégé. This wonderfully lucid, often funny cornucopia of information introduces beginners to advanced frameworks valuable for their entire career, yet is structured to help even experts through difficult projects. Other books tell you what commands to type. This book teaches you the cross-platform strategies that are timeless!

**DevOps techniques:** Apply DevOps principles to enterprise IT infrastructure, even in environments without developers  
**Game-changing strategies:** New ways to deliver results faster with less stress  
**Fleet management:** A comprehensive guide to managing your fleet of desktops, laptops, servers and mobile devices  
**Service management:** How to design, launch, upgrade and migrate services  
**Measurable improvement:** Assess your operational effectiveness; a forty-page, pain-free assessment system you can start using today to raise the quality of all services  
**Design guides:** Best practices for networks, data centers, email, storage, monitoring, backups and more  
**Management skills:** Organization design, communication, negotiation, ethics, hiring and firing, and more

Have you ever had any of these problems? Have you been surprised to discover your backup tapes are blank? Ever spent a year launching a new service only to be told the users hate it? Do you have more incoming support requests than you can handle? Do you spend more time fixing problems than building the

next awesome thing? Have you suffered from a botched migration of thousands of users to a new service? Does your company rely on a computer that, if it died, can't be rebuilt? Is your network a fragile mess that breaks any time you try to improve it? Is there a periodic "hell month" that happens twice a year? Twelve times a year? Do you find out about problems when your users call you to complain? Does your corporate "Change Review Board" terrify you? Does each division of your company have their own broken way of doing things? Do you fear that automation will replace you, or break more than it fixes? Are you underpaid and overworked? No vague "management speak" or empty platitudes. This comprehensive guide provides real solutions that prevent these problems and more! This manual describes the DSM template services, which support the representation of SPI buffers in display text. A template compiler, template installation program, and a number of system procedures are prominent components of this system. This manual is intended for system programmers and operations personnel. You can choose several data access frameworks when building Java enterprise applications that work with relational databases. But what about big data? This hands-on introduction shows you how Spring Data makes it relatively easy to build applications across a wide range of new data access technologies such as NoSQL and Hadoop. Through several sample projects, you'll learn how Spring Data provides a consistent programming model that retains NoSQL-specific features and capabilities, and helps you develop Hadoop applications across a wide range of use-cases such as data analysis, event stream processing, and workflow. You'll also discover the features Spring Data adds to Spring's existing JPA and JDBC support for writing RDBMS-based data access layers. Learn about Spring's template helper classes to simplify the use of database-specific functionality Explore Spring Data's repository abstraction and advanced query functionality Use Spring Data with Redis (key/value store), HBase (column-family), MongoDB (document database), and Neo4j (graph database) Discover the GemFire distributed data grid solution Export Spring Data JPA-managed entities to the Web as RESTful web services Simplify the development of HBase applications, using a lightweight object-mapping framework Build example big-data pipelines with Spring Batch and Spring Integration Museum Operations: A Handbook of Tools, Templates, and Models contains 19 research and analytical tools, templates, and models - giving museum professionals processes and procedures for analyzing information and making decisions that are easily explainable to staff, board members, donors, patrons, and other stakeholders. This is the first book to offer a complete spectrum of the role that operations research has played and can play in the improvement of North American freight railroads. It explores how decisions are made at railroads, contains examples of the mathematical programming formulations to the complex problems, and provides insights into real-world applications. The handbook is divided into eleven chapters, covering topics including scheduling problems, empty railcar distribution, and intermodal rail. These topics have been specifically selected to offer a thorough examination of the application of operations research at freight railroads. The chapters are written by recognized award-winning scholars and practitioners with a deep knowledge and understanding of their specific topics. The Handbook of Operations Research Applications at Railroads is an ideal resource for academics, experienced researchers, and consultants in the field.

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