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the bestselling first edition of this influential resource has been incorporated into the curriculum at forward thinking colleges and universities a leading vocational technical institute many in house corporate continuous improvement approaches and the united nations headquarters providing a complete and accessible introduction to process maps the basics of process mapping second edition raises the bar on what constitutes the basics thoroughly revised and updated to keep pace with recent developments it explains how relationship maps cross functional process maps swimlane diagrams and

flowcharts can be used as a set to provide different views of work new in the second edition four new chapters and 75 new graphics an introduction to the concepts of flow and waste and how both appear in knowledge work or business processes a set of measures for flow and waste a discussion of problematic features of knowledge work and business processes that act as barriers to flow seven principles and 29 guidelines for improving the flow of knowledge work a detailed actual case study that shows how one organization applied the principles and guidelines to reduce lead time from an average of 28 days to 4 days unlike tool books or pocket guides that focus on discrete tools in isolation this text use a single comprehensive service work example that integrates all three maps and illustrates the insights they provide when applied as a set it contains how to procedures for creating each type of map and includes clear cut guidance for determining when each type of map is most appropriate the well rounded understanding provided in these pages will allow readers to effectively apply all three types of maps to make work visible at the organization process and job performer levels the seven principles are integrated into version 3 of the body of knowledge used for lean certification by the asq ame sme shingo lean alliance this is the first publication of those principles and guidelines

a new edition of this fascinating and unusual journey through the world of maps and mapmakers drawing on 700 years worth of maps from the national archives

at a time when each society had its own medium of propogation of its researches in the form of transactions proceedings journals etc a need was strongly felt for bringing out a journal devoted exclusively to the study and advancement of indian culture in all its aspects this encouraged jas burgess to launch the indian antiquary in 1872 the scope was in his own words as wide as possible incorporating manners and customs arts mythology feasts festivals and rites antiquities and the history of india another laudable aim was to present the readers abstracts of the most recent researches of scholars in india and the west indian antiquary also dealt with local legends folklore proverbs etc in short indian antiquary was entirely devoted to the study of man the indian in all spheres introduction to facsimile volumes published 1985

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