1 Introduction

1.1 Purpose of the CT Study Instruction Manual

The purpose of this instruction manual is to help you complete original and revised CT studies for your treatment plant using the CT Template.

1.2 What Systems Can Use the New Automated CT Study Template?

The Template is primarily intended for small and medium size treatment plants. The template is designed for treatment plants with no more than 10 disinfection zones, each zone consisting of no more than 10 treatment units. If your plant does not meet these requirements, your CT study will need to be completed manually.

1.3 How Is This Instruction Manual Organized?

Table 1-1 gives a summary of the chapters in this manual and what they cover.

Table 1-1: CT Study Template Guidance Manual Chapters

Chapter	Topics
31	Introduction This chapter describes who is eligible to use the new Template and discusses how to use this guidance manual.
2	CT Studies and the CT Study Approval Letter This chapter details the concepts used in the preparation of a CT Study and the subsequent approval process. A firm understanding of the background presented here is critical to the preparation of an accurate CT Study.
3	Describing Your Treatment Plant This chapter presents the guidelines you will use follow in writing a narrative description and preparing a plant schematic.
4	Describing Your Disinfection Zones This chapter takes you through the steps involved with customizing the Template to accurately reflect the number of disinfection zones and treatment units in your treatment plant. This chapter outlines the information you must enter to characterize your disinfection process.
5	Evaluating Your Disinfection Protocol Chapter 5 describes the Calculator worksheet of the CT Study Template and the information you must provide to determine whether your disinfection process provides adequate disinfection.

<u>Microsoft Project Template Instructional Manual</u>

Daniel F McAuley

Microsoft Project Template Instructional Manual:

Learning Microsoft Project 2019 Srikanth Shirodkar, 2020-09-11 Explore detailed explanations and examples to get up and running with the five phases of the project management lifecycle and integrate project management principles in a variety of projects Key Features Explore various algorithms and the latest features of MS Project to organize and keep track of your projectsUnderstand Work Breakdown Structure WBS to improve productivityApply real world best practices and discover the tips tricks and pitfalls of schedule managementBook Description Microsoft Project is one of the most popular project management tools for enterprises of all sizes thanks to its wide variety of features such as project scheduling project budgeting built in templates and reporting tools Learning Microsoft Project 2019 will get you started with the basics and gradually guide you through the complete project life cycle Starting with an overview of Microsoft Project 2019 and a brief introduction to project management concepts this book will take you through the different phases of project management initiation planning execution control and closure You will then learn how to identify and handle problems related to scheduling costing resourcing and work allocation Understand how to use dynamic reports to create powerful automated reports and dashboards at the click of a button This Microsoft Project book highlights the pitfalls of overallocation and demonstrates how to avoid and resolve these issues using a wide spectrum of tools techniques and best practices Finally you will focus on executing Agile projects efficiently and get to grips with using Kanban and Scrum features By the end of this book you will be well versed with Microsoft Project and have the skills you need to use it effectively in every stage of project management What you will learnCreate efficient project plans using Microsoft Project 2019Get to grips with resolving complex issues related to time budget and resource allocationUnderstand how to create automated dynamic reportsIdentify and protect the critical path in your project and mitigate project risksBecome well versed with executing Agile projects using MS ProjectUnderstand how to create custom reports and make them available for future projectsWho this book is for If you use Microsoft Office and are looking to use MS Project to manage your projects efficiently this book is for you Project managers or anyone interested in project management will also find this book useful Basic knowledge of Windows UI and MS Office products is required **Absolute Beginner's Guide to Project Management** Greg Horine, 2009-01-16 Why learn project management the hard way Absolute Beginner's Guide to Project Management Second Edition will have you managing projects in no time Here's a small sample of what you ll learn Key concepts and fundamentals behind best practice project management techniques The mindset and skill set of effective project managers Project techniques that work in any industry with any tools The common elements of successful projects Lessons from failed projects The value and importance of project leadership versus project management How to manage growing project trends and tough project types that first time project managers are likely to encounter How to make better use of Microsoft Project How to respond when project reality does not match textbook scenarios Expert insight on key project management concepts and topics You ve just been handed your

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