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InfoPlus⁺

January 2018

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The ISTC is the United Kingdom's professional association for scientific and technical communicators, which includes authors, illustrators and information designers.

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This monthly Newsletter is emailed to about 1500 people. As well as ISTC news, **InfoPlus⁺** aims to cover anything of interest to the profession. To subscribe, contact the office.

Advertising: Felicity Davie
Editorial: Newsletter Editor
Letters: Letters Editor
Events: Events Editor
Blogs: Blogs Editor

If you're reading a printed copy of this newsletter, go to www.istc.org.uk/our-publications/infoplus-newsletter/ and open it online to explore the links mentioned.

ISTC news

Did you know: ISTC Discussion Forums

As part of your ISTC Membership, you have access to the Discussion Forums. The Discussion Forums are a place where ISTC Members can come together virtually and interact on all things tech comms, no matter where in the world they are located.

When you log in to the Discussion Forums, you can expect to find:

- The Technical Communications forum board for general discussions on technical communication and the ISTC.
- The Newbies forum board which is the place to go for advice if you are new to Technical Communications.
- If you're looking for a new job, there's also a forum board for that – helpfully called Jobs.
- When you're looking for some light relief, head to The Lobby forum board for some non-technical communications-related issues.



How can I access the discussion forums?

On the ISTC homepage, you will see a Discussion Forums tab in the main menu. Ensure you are logged in to the ISTC website as an ISTC member before going to the Discussion Forums tab.

If you get the “Oh bother! No forums were found here!” message, it means you aren’t logged in to as an ISTC member. You can log in [here](#) and try again.

Hmm, the forums sound great, but I’m too busy to log in every day.

We understand, your time is precious! Which is why receiving a daily digest of messages by email might be a good option to help make time in your day for forum updates.

To receive a daily digest of messages on a particular forum or topic by email, click the Subscribe link located at on the home page for each discussion board or the Subscribe link on a specific discussion.

Okay, I’m in! But where should I start?

To encourage ISTC Members to participate in the Discussion Forums, we’ve set up a forum board entitled “New Year’s resolutions - what you want to achieve or change in your job in 2018”. We hope you’ll join us by sharing your aspirations for the year ahead!

Contributions

This newsletter is for the benefit of both ISTC members and technical communicators in the wider community. We are always pleased to hear from readers with suggestions for content, improvement and the development of *InfoPlus*⁺. If you have something you’d like included or any ideas for features and regular sections, please email newsletter.editor@istc.org.uk.

Membership renewals

ISTC members will have received an invitation to renew their membership which is due by 31 January 2018. Pay online <https://www.istc.org.uk/online-shop/renew-your-membership/> (making sure you log on first). Remember, if you already have a direct debit in place then there is no need for you to do anything further.

There are also ways to save:

- ▶ Group discounts for multiple people in the same company renewing or joining at the same time.
- ▶ Recommend-a-friend: If a new or lapsed member joins by 31 January on your recommendation, then your renewal will be at the 2017 rate and they won’t have to pay the joining fee.

Contact the ISTC office on istc@istc.org.uk for information about these discounts.



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● www.3di-info.com

ISTC local area and special interest groups

The ISTC area groups offer an opportunity for technical communicators to network and share knowledge and expertise. The groups are open to everyone from all industries in the local area (you don't even need to be an ISTC member to attend), and it's free. The groups meet at intervals during the year and hold talks, peer discussions, demonstrations and social evenings. Special interest groups give you an opportunity to meet people in your own industry.

Thames Valley Area Group

From Darren Mitcham

The Thames Valley Area Group will resume meetings on 2 January in our usual meeting place of the Bird in Hand, Knowl Hill from 7pm onwards.

We will be discussing benefits. As well as health care and company cars, what other benefits do you receive, or would you like to see? For example, some companies allow you to receive personal packages, while others allow you to bring your dog to the office.

If you can't join us on the day, please feel free to contribute to the discussion via the ISTC Discussion Forums here (please note that

this link is only available for ISTC members who are logged in): www.istc.org.uk/our-community/discussion-forums/topic/benefits-in-tech-comm-jobs/.

Current ISTC local area groups

If you're interested in attending please contact the local organiser or email istc@istc.org.uk. If you're interested in setting up either an area group or a special interest group, please contact our area groups manager Tom Dunic at: areagroupsmanager@istc.org.uk.

Area groups:

Name	Leader	Email Contact Details
Cambridge	Derek Cooper or Jeff Bronks	cambridge_areagroup@istc.org.uk
Irish Technical Writers	Yvonne Cleary, Bridget Walsh	irishtechwriters@istc.org.uk
ISTC Irish Group	Adrian Rush	irishgroup@istc.org.uk
London	Bridget Rooney	london_areagroup@istc.org.uk
Midlands	John Burns	midlands_areagroup@istc.org.uk
North East England	Janine Weightman	northeastengland_areagroup@istc.org.uk
North West England	David Jones	northwestengland_areagroup@istc.org.uk
Southern	Jennifer van den Broek	southernengland_areagroup@istc.org.uk
South Wales	John Espirian	southwales_areagroup@istc.org.uk
Thames Valley	Darren Mitcham	thamesvalley_areagroup@istc.org.uk

Name	Leader	Email Contact Details
West of Scotland	Charles Addison	westscotland_areagroup@istc.org.uk
East of Scotland	Holli Hamilton	eastscotland_areagroup@istc.org.uk
Yorkshire	Area group leader wanted	yorkshire_areagroup@istc.org.uk

Special interest groups:

Name	Leader	Email Contact Details
MadSIG	Jennifer van den Broek	MadSIG@istc.org.uk

Using Eventbrite to register attendance at area group meetings

Some area group meetings are posted on Eventbrite and where this is the case, we asked anyone expecting to attend to register online using this event management service. You can see a list of ISTC related events by visiting: www.eventbrite.com/org/495786380.

A plea: if you know you're not going to be able to attend a meeting that you've registered for, could you please contact the organiser, even if it is at short notice.

ISTC groups on LinkedIn

The ISTC has a number of LinkedIn groups for its members. Have you joined the relevant groups?

- Institute of Scientific and Technical Communicators www.linkedin.com/groups/1858546
- ISTC Community www.linkedin.com/groups/8440733

England

- Cambridge Technical Communicators www.linkedin.com/groups/1805651



- London – N/A
- ISTC Midlands Area Group www.linkedin.com/groups/4835591
- North East England – N/A
- ISTC NW England www.linkedin.com/groups/2445779
- Southern Area Group www.linkedin.com/groups/4795279
- ISTC South West England www.linkedin.com/groups/8269000
- Thames Valley Area Group www.linkedin.com/groups/4805266
- Yorkshire www.linkedin.com/groups/4662452

Wales

- South Wales Group www.linkedin.com/groups/5161265

Scotland

- East of Scotland www.linkedin.com/groups/13536907
- West of Scotland Area Group www.linkedin.com/groups/5081412

Ireland

- ISTC Irish Group – N/A
- Irish Technical Writers – An ISTC Area Group www.linkedin.com/groups/3369559

Special interest group

- MadCap UK and Europe Users Group www.linkedin.com/groups?gid=5081593

ISTC Community online

The ISTC Community has its own digital presence in social media networks including Twitter, Facebook and LinkedIn. Following these networks you'll be able to keep up to date with news, events, area group developments and other community activities.

Facebook:

www.facebook.com/istccommunity.

Twitter:

[@istc_community](https://twitter.com/istc_community).

LinkedIn:

<https://www.linkedin.com/groups/8440733>.

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call: +44 (0)1234 35522 or
email: info@cliffordsells.com

Business affiliate news

Announcing the MadWorld Europe 2018 Conference and Call for Presentations



Who attends MadWorld?

Attendees come from a variety of industries with job specialties ranging from documentation managers, information architects, technical writers, user assistance specialists and more.

Why speak at MadWorld?

MadWorld provides an excellent opportunity to showcase your professional skills and expertise to a wide audience.

What's covered for conference speakers?

Presenters selected will have hotel and conference registration fully covered by MadCap Software.

How do I submit a presentation for MadWorld Europe 2018?

To submit a presentation for MadWorld Europe 2018, go [here](#).

MadCap Software is excited to announce the first annual MadWorld Europe 2018 conference and Call for Presentations. The premiere technical communication and content strategy conference debuts next year in Prague, Czechia.

Key Dates and Location

- ▶ Submission Deadline:
Tuesday, January 23, 2018
- ▶ Conference Dates:
September 11-14, 2018
- ▶ Conference Location:
Boscolo Hotel Prague, Prague, Czechia

Industry and general news

FontoXML uses TechScribe term checker for STE

FontoXML, the developer of the FontoXML Editor, uses the TechScribe term checker for Simplified Technical English (ASD-STE 100) with its Content Quality App. Refer to <https://fontoxml.com/apps/content-quality/> and www.simplified-english.co.uk/features.html#fontoxml-content-quality-app.



Bitesize STE – Essentials 7: Prepositions

Bitesize STE is written by Mekon's Simplified Technical English trainer Ciaran Dodd. This article originally appeared on the Mekon website [here](#).

As part of our two-day Introduction to STE course, we review some essentials of grammar that you have to know to understand the rules of STE. In the last few issues of Bitesize, we've explained the different parts of speech and why you need to know them in order to write well in STE.

What is a preposition?

"A word that shows how a noun, noun phrase or pronoun is related to other parts of the sentence." (2-0-4, ASD-STE100, 2017) For example: the cup is on the table. Here, the preposition 'on' shows where the cup (noun) is in relation to the table.

As always with English grammar, not all prepositions are straightforward. This website www.studyandexam.com/preposition2.html helpfully uses these six categories to explain prepositions:

1. Time
2. Place
3. Direction
4. Agent
5. Instruments
6. Prepositional verb

Time

In standard English, we frequently use 'on', 'in' and 'at' to express time. For example: 'on Sunday', 'in November', 'at 1 o'clock'. STE is slightly different. In STE, both 'at' and 'in' are defined as function words that relate to location, position, direction and time. The definition for 'on' is different to standard English because the definition does not include time: "Function word that

shows contact, support, direction." (2-1-O3, ASD-STE100, 2017). Another frequently used preposition for time in STE is 'during' meaning: "In or for a specified time." (2-1-D19, ASD-STE100, 2017).

Place

As with time, in standard English and in STE, common prepositions used to indicate place are 'on', 'in' and 'at'. This is how www.studyandexam.com distinguishes between these three prepositions:

'in' is for places with some physical or virtual boundary;

'on' relates to the surface of things; and

'at' refers to specific places.

These are useful prepositions to use because they help you to avoid more complex (and not permitted structures) like: 'A is **located in** Y.' Instead, write 'A is **in** Y.'

Direction

In technical writing, we regularly need to express how components or processes relate to each other, particularly in descriptive writing. In STE, 'to' is an important preposition and is the approved alternative to 'toward'. Another example of a preposition of direction is 'across'. 'From' is another useful preposition because it



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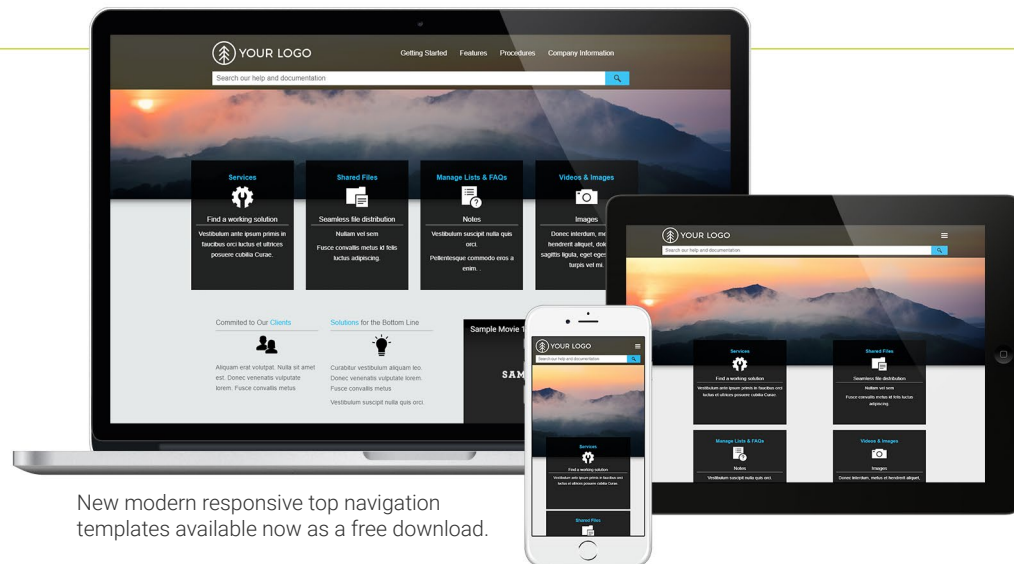
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can indicate what STE defines as “a point of departure for movement, time, distance, action or separation.” (2-1-F12, ASD-STE100, 2017)

Agent

These prepositions show a “causal relationship between the noun (the doer) and an action” (www.studyandexam.com). In STE, you can use ‘with’ to show agency, for example: “Remove the valve (2) with the extractor.” (2-1-W5, ASD-STE100, 2017).

However, when you use ‘with’ you must make sure that you do not create ambiguity (general recommendation 2). This example shows the potential ambiguity: “Lift the aircraft at the maximum takeoff weight with passengers.”

Does this mean:

1. use the passengers to lift the aircraft, or
2. include the weight of the passengers when you calculate the maximum takeoff weight? (1-9-10, ASD-STE100, 2017).

Instruments

These prepositions are useful to indicate how you achieve a task or action with the use of an instrument, device or machine. In STE, ‘with’ would be your main preposition for this function. (Refer to the example in the previous section.)

Prepositional verb

A prepositional verb is a verb + preposition that expresses a single idea. For example: ‘to look after’ meaning to take care of something. Prepositional verbs look the same as phrasal verbs (such as ‘give off’) that also have a verb followed by a preposition. Phrasal verbs are not permitted in STE because they can have two meanings and cause confusion (rule 9.3). Whilst the STE specification does not expressly mention prepositional verbs, I suspect that they are not useful in STE and there were no results for my search for ‘prepositional verbs’ in the specification.

Next month, we finish the basic with conjunctions.

Looking for Simplified Technical English (STE) Training?

Book your place on one of our [Simplified Technical English training courses](#). Find out more call +44(0)20 87228400 or email susanne.berg@mekon.com.

Training courses

If you know of a training course that will be of interest to readers, please let us know. You can send details by email to newsletter.editor@istc.org.uk. Please try to give us plenty of notice. The deadline for receiving information for *InfoPlus*⁺ is 24th of the month preceding publication. If you would like to promote your course or event to ISTC members, why not consider giving ISTC members a discount for courses and events listed in our newsletter. For more information, please email istc@istc.org.uk. Listings are restricted to scheduled courses that are low cost or are in some way unusual. Listings are a service to members. A listing does not imply ISTC endorsement.



Courses run by ISTC Business Affiliates that are notified to us by the deadline for inclusion in *InfoPlus*⁺ will be listed. For others, we cannot guarantee listing if space is limited and details may be abridged. Armada, MadCap, Eston and Cherryleaf are ISTC Business Affiliates.

MadCap training

For details of the latest MadCap Software Training Schedule: Web-based and On-site Training, visit: www.madcapsoftware.com/services/training/.

Upcoming Webinars

www.madcapsoftware.com/resources/livewebinars.aspx.

Flare 12 Reviews and Customer Reaction

www.madcapsoftware.com/flare12/reviews-testimonials.aspx.

January 2018

15-16 Introduction to Adobe FrameMaker

Provides a thorough grounding in standard FrameMaker (unstructured mode), covering the essential techniques for generating high standard printed documents. Includes master pages, graphics, tables and FrameMaker's document revision features.

10% discount for ISTC members.

Armada, Newbury.

armada.co.uk/framemaker-training-course.

18-19 Introduction to Adobe InDesign

Provides a comprehensive introduction to the powerful capabilities of InDesign, including setting up new documents, shapes, frames and using InDesign's most popular features.

10% discount for ISTC members.

Armada, Milton Keynes.

armada.co.uk/indesign-training-course.

18-19 Introduction to Adobe Photoshop

Learn how to create and edit images using the de facto standard in the graphics industry. Techniques covered include colour correction, working with layers, compositing images and preparing images for use on the Web.

10% discount for ISTC members.

Armada, Reading.

armada.co.uk/photoshop-training-course.

25-26 Introduction to Adobe InDesign

Provides a comprehensive introduction to the powerful capabilities of InDesign, including setting up new documents, shapes, frames and using InDesign's most popular features.

10% discount for ISTC members.

Armada, Bromsgrove.

armada.co.uk/indesign-training-course.

29-30 Introduction to Adobe Photoshop

Learn how to create and edit images using the de facto standard in the graphics industry. Techniques covered include colour correction, working with layers, compositing images and preparing images for use on the Web.

10% discount for ISTC members.

Armada, Bromsgrove.

armada.co.uk/photoshop-training-course.

31 Policies and procedures writing

Cherryleaf's policies and procedures course teaches your staff how to write clear and effective policies and procedures, in a straightforward and efficient way.

Cherryleaf, London (WC2R)

<https://www.cherryleaf.com/training/procedures-writing-courses-beginner-and-advanced/>.

February

1-2 **FrameMaker Template Creation** Teaches everything you need to be able to:

- Create and maintain FrameMaker templates.
- Build and maintain multi-chapter books with cross-references, table of contents and an index.

10% discount for ISTC members.

Armada, Newbury.

armada.co.uk/framemaker-training-course.

1-2 **Introduction to Adobe Photoshop** Learn how to create and edit images using the de facto standard in the graphics industry. Techniques covered include colour correction, working with layers, compositing images and preparing images for use on the Web.

10% discount for ISTC members.

Armada, Sheffield.

armada.co.uk/photoshop-training-course.

8-9 **Introduction to Adobe InDesign** Provides a comprehensive introduction to the powerful capabilities of InDesign, including setting up new documents, shapes, frames and using InDesign's most popular features.

10% discount for ISTC members.

Armada, Sheffield.

armada.co.uk/indesign-training-course.

19-20 **Introduction to Adobe InDesign** Provides a comprehensive introduction to the powerful capabilities of InDesign, including setting up new documents, shapes, frames and using InDesign's most popular features.

10% discount for ISTC members.

Armada, Bromsgrove.

armada.co.uk/indesign-training-course.

21-22 **Introduction to Adobe Captivate** This course teaches everything you need to create professional standard e-learning tutorials and high quality demos.

10% discount for ISTC members.

Armada, Reading.

armada.co.uk/captivate-training-course.

22-23 **Introduction to Adobe InDesign**

Provides a comprehensive introduction to the powerful capabilities of InDesign, including setting up new documents, shapes, frames and using InDesign's most popular features.

10% discount for ISTC members.

Armada, Milton Keynes.

armada.co.uk/indesign-training-course.

...February

26-27 **Authoring structured FrameMaker documents**

Covers the fundamentals of using of FrameMaker in structured mode, teaching how to create and edit documents using structured FrameMaker templates. 10% discount for ISTC members.

Armada, Newbury.

armada.co.uk/framemaker-training-course.

Hyperlinks disclaimer

The appearance of external hyperlinks does not constitute endorsement by the ISTC of the linked websites, or the information, products or services contained on those sites. All external hyperlinks were accurate and working at the time of writing. However, the ISTC does not exercise any editorial control over the information you may find at these locations, so the ISTC cannot be responsible for changes to content found at these locations or any material on those sites that may be inaccurate, misleading or offensive to you. All links are provided with the intent of meeting the mission of the ISTC and its Newsletter, and the ISTC disclaims any responsibility for the accuracy, completeness and availability of any linked site. Please let us know about existing external links which you believe are inappropriate or inaccurate and about specific additional external links which you believe ought to be included.

Online training courses

Cherryleaf

WriteLessons, our new training product, provides you with access to a range of online courses in technical communication
<http://cherryleaf.teachable.com/>.

We also offer online training courses in:



Technical Author/Technical Writing

<https://www.cherryleaf.com/training/technical-author-basicinduction-training-course/>.

DITA fundamentals

<https://www.cherryleaf.com/training/dita-training-courses-in-london/>.

Single sourcing and content reuse training course

<https://www.cherryleaf.com/training/cherryleafs-single-sourcing-and-content-reuse-training-course/>.

Introduction to Content Strategy

<https://www.cherryleaf.com/training/introduction-to-content-strategy-1-day-training-course/>.

Writing skills for developers

<https://cherryleaf.teachable.com/p/writing-techniques-for-developers>.

Advanced technical writing techniques

<https://www.cherryleaf.com/training/trends-in-technical-communication-workshop-advanced-technical-writing-techniques/>.

Managing Software Documentation Projects

https://cherryleaf.teachable.com/p/managing_technical_documentation.

Revising and Editing Content

<https://cherryleaf.teachable.com/p/revising-and-editing-content/>.

Firehead

Learn FrameMaker 2017

<http://firehead.net/training/learn-framemaker-2015/>.

Learn adaptive content modelling

<http://firehead.net/training/learn-adaptive-content-modelling/>.

Creating mobile apps without coding

<http://firehead.net/training/creating-mobile-apps-without-coding/>.

ESTON Training

Technical/Commercial Authorship (Former ISTC Syllabus Parts 1 & 2)

[www.estontrg.com/
technicalcommercial-authorship/](http://www.estontrg.com/technicalcommercial-authorship/).

Simplified English Course

[www.estontrg.com/english-
language-courses](http://www.estontrg.com/english-language-courses).

Standard Generalised Mark-up Language (SGML)

[www.estontrg.com/standard-
generalised-mark-language-sgml-
course](http://www.estontrg.com/standard-generalised-mark-language-sgml-course).

Editing and Publishing Magazines Course

[www.estontrg.com/editing-
publishing-magazine-course](http://www.estontrg.com/editing-publishing-magazine-course).

Report Writing Course

[www.estontrg.com/report-writing-
course](http://www.estontrg.com/report-writing-course).

Business English Course

[www.estontrg.com/business-
english-course](http://www.estontrg.com/business-english-course).

Events listings

If you know of an event that will be of interest to readers, please let us know. You can send details by email to events@istc.org.uk. Please try to give us plenty of notice. The deadline for receiving information for *InfoPlus*⁺ is 24th of the month preceding publication.

You can also find information using the online event calendar at: www.istc.org.uk/calendar/

January 2018

2 Thames Valley Area Group Meeting

Next month on Tuesday 2nd
January, we will discuss benefits
that come with the job.

Bird in Hand Hotel, Bath Road,
Knowl Hill, RG10 9UP, Reading at
19:00.

23

Write The Docs London: January Meetup

We'll fill in the details as we get
closer to the event, but we'll have a
docs-related speaker. (Just waiting
to confirm whom.)

London

[https://www.meetup.com/
Write-The-Docs-London/
events/245808440/](https://www.meetup.com/Write-The-Docs-London/events/245808440/).

23-24 Writing Well

IDEAS is a two-day conference
that you can attend virtually from
your own office. The conference
includes five 60-minute concurrent
sessions in two tracks, giving you a
choice of 11 unique presentations.
Participate live according to the
published schedule or watch a
recording of any session when it's
more convenient for you.

Online

[https://ideas.
infomanagementcenter.com/](https://ideas.infomanagementcenter.com/).

...January 2018

26-27 TC Camp 2018

Join Our Unconference and use the day to talk about everything techcomm. Our Camp attracts nearly 200 participants every year! TC Camp 2018 will offer a Pre-Camp API training day, three workshops, and the afternoon unconference.

Mission College, Santa Clara,
United States

<http://www.tccamp.org/>.

29-30 Agile Content Conf

All about using agile methods to work together digitally and move away from linear workflows where publication of content is the final step. Case studies from Global Radio, GOV.UK, and Breast Cancer Care.

Sadler's Wells Theatre,
London

<https://2018.agilecontentconf.com/>.

February 2018

8-10 XML Prague 2018

A conference on markup languages and data on the web featuring topics such as: web markup, semantic visions and reality, publishing for the 21th century, XML databases and big data, and the state of the XML union.

University of Economics, W.
Churchilla 4, Prague, Czech
Republic

www.xmlprague.cz/.

18 World IA Day

World Information Architecture Day is a one-day annual celebration hosted by the Information Architecture Institute and held in dozens of locations across the globe.

Global

<http://iainstitute.org/>.

18

World IA Day – Manchester

The theme of this year's World Information Architecture Day is Information Architecture for Good.

Manchester Metropolitan University
Business School, All Saints
Campus, Oxford Road, Manchester,
M15 6BH

[https://2018.worldiaday.org/
location/manchester-united-
kingdom](https://2018.worldiaday.org/location/manchester-united-kingdom).

26-28 Localization Project Managers Round Table

This round table will promote a better understanding of the localization project management environment on both sides of the industry, as well as develop a clear image through discussion of the dynamics of localization activities on the client and vendor sides.

Qube Hotel, Heidelberg, Germany
[www.localizationinstitute.com/
event/heidelberg-pm-round-
table-18](http://www.localizationinstitute.com/event/heidelberg-pm-round-table-18).

March

- 8 UXinsight**
Join us at UXinsight 2018. An international conference dedicated to User Experience Research.
The Fabrique, Westkanaaldijk 7,
3542 DA Utrecht
<https://uxinsightevent.com/>.
- 14 ATTW 2018 Conference**
Association of Teachers of Technical Writing. Please join us in Kansas City, Kansas for ATTW 2018 where we will be celebrating 45 Years!
Kansas City, Kansas, USA
www.attw.org.
- 25-27 Spectrum 2018**
Organised by STC Rochester, Spectrum 2018 will be held Sunday, March 25 through Tuesday, March 27 at the Rochester Institute of Technology.
Rochester Institute of Technology, CIMS Building, 111 Lomb Memorial Drive, Rochester, NY, USA
<http://stc-rochester.org/event/spectrum-2018/>.

Upcoming webinars

If you know of an event that will be of interest to readers, please let us know. You can send details by email to events@istc.org.uk. Please try to give us plenty of notice. The deadline for receiving information for *InfoPlus*⁺ is 24th of the month preceding publication.

January

- 18 An Overview of MadCap Flare: From Content Import to Publishing Responsive Online Help and PDFs**
During this one-hour webinar, industry veteran and MadWorld 2018 speaker Mike Hamilton will walk through the features and benefits of authoring in Flare's topic-based environment.
MadCap Software
<https://www.madcapsoftware.com/demos/signup.aspx?id=1151303951732647124>.

5

Translation project management for beginners

Join this webinar as we take a look at how to create projects at a basic level in SDL Trados Studio and in SDL Trados GroupShare. This beginner's session is designed for project managers that are new to SDL translation software and will cover when it is appropriate to use the different tools.

SDL

www.sdl.com/event/language/webinars/01-2018/translation-project-management-for-beginners.html.