Building Blocks
LEARNING NETWORK

Three-day
Project Management for IT Professionals

Concrete practices for bringing a project in scope and on-time

Overview

This workshop provides participants with an organized method of planning, control and monitoring an IT project.
In addition to basic definitions and concepts of project management, the course provides a proven "how to" project management methodology for initiating, planning, monitoring and controlling a project of any size and type. Course participants will benefit from a hands-on approach, with group workshops built around a case that includes IT components and which leads the participants to build a basic project plan. All materials taught are compliant with the guidelines established in *A Guide to the Project Management Body of Knowledge, PMBOK®*, from the Project Management Institute.

Audience

IT professionals who require project planning and control skills as well as project management supporting tools.

Duration 3 Days

Price $1395

PDUs 21 Professional Development Units through the Project Management Institute's Registered Education Program.

Instruction Methodology

A combination of lecture, discussion, practical case workshops and exercises. Participants receive a workbook, case handout and exercise materials.

Skills Taught
By the completion of the workshop, the participants will:

- Be aware of project management definitions and basic concepts of project management.
- Gain an understanding of the importance of people leadership in a project.
- Be able to develop a project plan, using a proven project management methodology, which includes a project charter, work breakdown structure, estimates at the activity level by each resource, and a baseline project schedule and project budget.
- Be able to set up and use the following control tools; change records and logs, risk and assumptions controls, issues and actions management.
- Be able to set up and prepare project status reports.
- Learn how to closeout a project upon completion.

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Introduction

Overview of an IT Project
- What is an IT Project
- Key Concepts and Definitions
- Why IT Projects Fail
- Benefits of Effective Project Management
- Project Organization Structures
- Project Lifecycle Concepts
- Project Management Processes and Methodology

Project Level Risk Analysis
- Risk Management Components
- Identification
- Risk planning
- Qualitative Assessment
- Risk Response
- Quantitative Assessment
- Risk Discussion Workshop

Project Initiation
- Project Identification
- Project Definition
- Initial Project Charter
- Charter Workshop
- Key Stakeholder Analysis
- Discussion Workshop
- Business Case/Feasibility Study

Project Planning
- Scope Definition
- Requirements
- Updating the Project Charter
- Work Breakdown Structures (Project Products)
- WBS Dictionary
- Workshop: WBS
- Work Package Planning
- WP Description
- Work Package Activities
- Workshop: WP Scoping
- Estimating Resources
- Time, scheduling and Cost
- Workshops

Project Base Scheduling
- Scheduling Terms
- Optimization Process
- Creating Critical Path Schedules
- Scheduling Exercises
- Schedule Impacts
- Labour Contingency
- Overhead Loss Time
- Schedule Workshop
- Schedule Analysis & Resource Levelling

Performance Budget/Baseline
- Project Budget
- Performance Budget
- Workshop: Project Budget
- Other Budget Types

Project Plan Approval
- Update Project Charter
- Workshop & Presentation

Project Execution & Control
- Key Definitions
- Transition to Execution
- Issues Management

Scope Status
- Verification
- Quality
- Change Control
- Workshop: Change

Project Reporting
- Work Package Plan Updating
- Risks & Assumptions
- Earned Value
- Schedule & Budget
- WP Summary Status
- Project Level Status
- Scope
- Schedule
- Budget
- Earned Value
- Project Status Report
- Update Risk & Assumptions
- Repository

Project Close Out and Benefits Realization
- Close Out Process
- Benefits Determination

Conclusions