



Project Management for IT Professionals

Who Should Attend:

Directors and managers of IT, project managers and team leaders, programmers/analysts, systems analysts, and project office staff members.

Duration:

3 days

Objectives:

At the end of this training seminar, participants will be able to:

- Establish and Maintain control of your projects using proven scheduling techniques
- Ensure delivery of quality systems on time
- Plan and project for the unexpected
- Establish more effective budgets
- Aptly use the Microsoft Project software tools
- Manage conflict

Content:

This three-day Project Management Program is a basic to intermediate presentation of Project Management material for IT professionals. The course will be presented using lectures, case studies, exercises, and discussions.

Day 1

- Introduction to Project Management, PMI, PMP
- Pre/Post Test
- Introduction to the PMBOK
- IT Projects vs. Physical Projects
- Why are IT projects different?
- The Project Life Cycle
- Case Exercises
- Project Management Processes
- Project Management Methodology
- PMBOK Knowledge Areas
- Integrating the Knowledge areas and the PM processes
- Relationship between the Project Management Life Cycle and the Development Life Cycle
- The Initiation Phase
- Preparing a Business Case – case study

Day 2

- Preparing a Scope Statement - case
- Creating a Preliminary Project Charter - case
- Project Startup
- Identifying the Project Manager and the Project Stakeholders
- Validating the Project Charter
- The Planning Process
- Developing the Scope Document
- Development of the project plan
- Developing the WBS
- Work Breakdown Structure Exercise
- Network Diagrams
- Critical path calculations
- Estimating Issues
- Project Schedules
- Resource assignments
- Budgeting
- Planning Case
- Risk Management Planning
- Communication Planning
- Executing and Control Processes
- Corrective Action

Day 3

- Managing the Project Team
- Managing Risk
- PM case Study
- Conflict Resolution
- Leadership Skills
- The Closing Process
- Pre/Post Test
- Glossary
- Summary