Foundations of I.T. Project Management

Length:
Three Days
Credits 2.1 CEUs / 21 PDUs

Course Description:
In today's dynamically changing business environment projects are initiated under tighter budgetary, resource and time constraints than ever before. This seminar focuses on the core project management skills required to manage an Information Technology project and will provide the attendees with proven "real life" tools and techniques applied to an IT Project case study. This course is compliant with the current version of the PMBOK® Guide.

Attendee Profile:
Information Systems Project Leaders, Team Leaders, Project Managers, Line of Business I.S. Coordinators, who are responsible for the delivery of projects in a cross-functional environment.

Prerequisites:
To ensure your success, we recommend participants have some working knowledge or experience in working in a project environment.

Course Goals:
- Develop a foundation in core project management concepts.
- Apply core project management concepts to managing an information technology project.
- Discover and apply project management tools and techniques applicable to each phase of a System Development Life Cycle (SDLC).

Course Outline:

Unit 1 – Introduction

Unit 2 – The Project Management Framework
Project, Program, Project Management, Portfolio Management
Challenges with IT projects
The Triple Constraint
The role of the Project Manager
Project Phases and Life Cycles
PMBOK Guide Processes

Foundations of I.T. Project Management

Unit 3 – Concept Phase
Business Case for the project
Stakeholder Analysis

Project Initiation – Project Charter
Assumptions and constraints
Project Scope Statement
Rolling Wave Planning

Unit 4 – Analysis Phase
Planning Processes
Project Management Plan
Project Scope Management Plan
Requirements Analysis
Configuration Management
Work Breakdown Structure (WBS)

Unit 5 – Design Phase
Developing the schedule
Defining Project Activities
Activity Sequencing
Activity Duration and Resource Estimating
Estimating techniques
Critical Path Scheduling
Schedule Compression
Resource Leveling
Developing the Project Budget
Cost Reserves
Quality Planning
Communications Planning
Project Risk Management
Risk Identification, Assessment, Response Planning
Procurement Planning
Performance Measurement Baselines

Unit 6 – Build Phase
Project Execution
Information Distribution
Quality Assurance
Project Team Development

Foundations of I.T. Project Management

Unit 7 – Test Phase
Project Monitoring and Control
Performance Reporting
Quality Control
Risk Monitoring and Control
Issues Management
Change Control

Unit 8 – Deploy Phase
Gaining Customer Acceptance
Transitioning the deliverables
Project Documentation
Transitioning team members

Unit 9 – Project Closeout
Project Closing processes
Contract Closure
Administrative Closure
Lessons Learned

Course Exercises:

This seminar uses the context of an IT project case study to allow the participant to practically apply the tools and techniques covered in the class. Participants work in teams on the following exercises:

- Why are IT projects challenging?
- Why is there interest in project management?
- Choose an appropriate Life Cycle
- Using the PMBOK Guide
- Perform a Stakeholder Analysis
- Create a Project Charter
- Create a Project Scope Statement
- Review a Project Scope Management Plan
- Perform Requirements Analysis and Prioritization
- Create a Work Breakdown Structure (WBS)
- Develop an Activity List

Foundations of I.T. Project Management

- Create a Project Schedule Network Diagram
- Estimate Activity Durations and Resources Required
- Develop the project schedule and identify the critical path
- Compress a project schedule
- Develop a high-level project budget
- Define Project and Product Quality
- Review a Project Quality Management Plan
- Create a Project Communications Management Plan
- Identify project risks
- Assess project risks previously identified
- Develop risk responses
- Determine variance from a project plan
- Make a recommendation for dealing with project variances
- Perform Change Control
- Perform Project Closeout