



Project Management Fundamentals for IT Professionals

Developed for Information Technology Environments

Traditional Classroom

Course No. 8144
Duration: 3 Days
Credits: 21 PDUs / 2.1 CEUs / 25 CPEs

Virtual Classroom

Course No. 8864
Duration: Six 3-hour sessions
Credits: 18 PDUs / 1.8 CEUs

Prerequisites

An understanding of the project management approach

Course Level

Basic

About the Program

A number of factors impact the new project manager's role within IT – for instance, the need to fully integrate IT into the business improvement process and the advent of distributed technology and Business Process Reengineering. As a result, the range of activities required of a new project manager has greatly increased, as well as the range of people with whom he or she interacts. This workshop enables you to minimize the problems inherent in managing a systems development project.

Who Should Attend

This Project Management workshop is designed for:

- Information technology professionals
- Product managers
- Systems and software developers
- Systems analysts and IT managers
- Business people who are involved in IT projects

Performance Focus

- Practical, systematic approach to managing IT projects along with project management skills and concepts
- Realistic planning and control, along with other project management activities, to maximize the probability of project success
- You will leave the program with a workable plan of action for managing IT projects effectively – and the skills needed to make the plan succeed

What You Will Learn

You'll learn how to:

- Articulate the benefit of using a project management methodology, processes, and various life cycles for IT projects
- Articulate on various standards and maturity models that provide benefits to performing organizations that manage IT projects
- Describe governance, gating, and the processes required for project origination
- Conduct a stakeholder analysis and describe its benefits throughout the project life cycle
- Gather good requirements, develop a work breakdown structure (WBS), and establish a baseline project plan
- Execute against the baseline project plan while managing change and configuration items
- Monitor and control the project activities using the baseline project plan and earned value management concepts
- Close the project by conducting scope verification, procurement audits, gathering lessons learned, archiving project records, and releasing resources



Course Overview

- **Getting Started**
 - Course goal
 - Course structure
 - Course goals and objectives
- **Foundation Concepts**
 - Key definitions and concepts
 - Methodologies, processes, and project life cycles
 - Project success factors and the benefits of standards and models
- **Project Originating and Initiating**
 - Originating projects
 - Initiating projects
- **Planning Stakeholder Engagement and Human Resources Management**
 - Planning stakeholder engagement
 - Planning human resources management
 - Developing effective leadership skills
- **Planning Scope and Quality Management**
 - Planning project scope
 - Planning project quality
- **Planning Time Management**
 - Planning project time
 - Identifying schedule activities
 - Sequencing schedule activities
 - Estimating activity resources and time
 - Developing project schedule
 - Optimizing the project schedule
- **Planning Risk and Cost Management**
 - Planning for project risks
 - Planning project costs
 - Estimating project costs
 - Developing a project budget
- **Planning Communication and Procurement Management**
 - Planning project communications
 - Planning project procurements
- **Project Executing, Monitoring and Controlling, and Closing**
 - Project executing
 - Project monitoring and controlling
 - Project closing
- **Summary**
 - What did we learn, and how can we implement this in our work environment?