Project Management Fundamentals for IT Projects

Course Summary

Description

Many organizations are turning to project management to help them plan and control their businesses. As a result, Project Management is recognized as one of the fastest growing professions today. The combination of business expectations and the fast pace of the Information Technology industry poses unique challenges for project managers on IT projects. Project Management Fundamentals for IT Projects provides the basics for project managers by introducing essential project management concepts and methods for the IT professional. Through discussion, workshops and real world examples, participants learn how to identify project components, organize them effectively and control the project from the earliest steps of developing the project charter through the final steps of a project - documenting lessons learned.

Objectives
At the completion of this course, students will be able to:

- Understand and articulate the importance of project management in IT projects
- Clearly define project objectives
- Create a project Work Breakdown Structure
- Develop a manageable project schedule
- Use tools and techniques to manage a project during execution

Topics

- Overview
- Leadership and Management Skills
- Defining and Initiating the Project
- Planning the Project
- Controlling a Project During Execution
- Project Closing

Audience

This course is designed for project managers in the Information Technology industry who need to become better project managers.

Prerequisites

There are no prerequisites for this course.
Duration

Two Days

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Course Outline

I. Overview
- A. What is a project
- B. Project Management Lifecycle vs. System Development Lifecycle
- C. The PMBOK and how to use it
- D. The Project Manager Role
- E. Project Leadership and Team Building

II. Initiate
- A. Project Charter Development
- B. Scope Statement Development

III. Plan
- A. Creating a Work Breakdown Structure
- B. Schedule Development
- C. Resource Planning
- D. Communications Planning
- E. Risk Planning
- F. Project Plan Integration

IV. Execution/Control/Close
- A. Scope Control
- B. The Triple Constraint and Project Control
- C. Project Communications
- D. Lessons Learned

V. Templates
- A. Project Charter
- B. Scope Statement
- C. Assumptions and Constraints Log
- D. Issues Log
- E. Communications Plan
- F. Project Change Log

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