

## Foundations of I.T. Project Management

**Course Length: 3 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 I.T. case study. This course is compliant with the PMBOK® Guide Fourth Edition.

### **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

#### **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

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- 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

### **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