



IT Project Management Jump Start - Two-Day Seminar

Program Number: PMGNAA / PDUs: 12

DAY ONE

1.0 Introduction

- Seminar member introduction and overview of course material

2.0 IT Project Management Overview

- Define IT PM terminology
- Define IT Project Charter
- Define IT Project Stakeholders

3.0 Organizational Influences

- Define Organizational Systems, Cultures, Styles, and Structures
- Define the roles of the IT project manager and IT project team

Group exercise on Organizational Structure

4.0 Selecting the IT Project Manager

Define:

- Coordination and integration skills required by a project manager
- Motivational skills required by an IT project manager
- Communication and collaboration skills required by an IT project manager
- Delegation skills required by an IT project manager
- Team leadership skills required by an IT project manager
- Key responsibilities of the IT project manager

Group exercise on IT Project manager Responsibility

5.0 Phases of a General IT Project Management Life Cycle

Define:

- Characteristics of the IT Project Life Cycle and IT Project Phases
- IT Project Life Cycle and Product Life Cycle Relationships

Course Objectives:

The participant will learn every phase of an IT project.

Learn How to:

- Develop an IT Work Breakdown Structure (WBS)
- Develop an IT project plan
- Develop an IT schedule
- Manage an IT project
- Track IT project progress
- Manage project cost
- Manage project risk
- Use Triple Constraints
- Use Critical Path Method (CPM)
- Use Earned Value Method

- Examine Project Life Cycle Examples

6.0 The IT Project Management Process for an IT Project

Define:

- IT Project Management Processes and Process Groups
- Initiating, Planning, Executing, Monitoring and Controlling, and Closing Process Groups
- The IT Project Plan Group exercise on Planning
- The Work Breakdown Structure (WBS)

Group exercise on developing a work breakdown structure (WBS)

DAY TWO



7.0 IT Project Schedule

Define:

- IT Project Schedule Terminology
- IT Project Schedule Life Cycle
- Gantt Charts
- Precedence Diagramming Method (PDM)
- The Activity Duration Estimating Process
- The schedule Development Process

Group Exercise on Scheduling

8.0 Estimating the IT Project Cost

Define cost estimating methods such as:

- Ballpark estimates
- Top-down
- Bottom-up

9.0 Managing IT Project Risk

Define:

- Risk Management Terminology
- Risk Planning
- Risk Identification
- Qualitative Risk Analysis
- Quantitative Risk Analysis
- Risk Response planning

Group Exercise Risk

10.0 Monitoring and Controlling the IT Project

Learn how to:

- Monitor and control time variance
- Monitor and control schedule by comparing baseline schedule to actual
- Use cost control methods and Measure and forecast project progress

Group Exercise on Monitoring and Controlling

11.0 Closeout of the IT Project

Learn how to:

- Communicate project results
- Celebrate project results
- Produce the project closeout report

Group Exercise on Closeout Exercise

12.0 Communicating with the IT Project Stakeholders

Learn how to:

- Use active listening techniques
- Breakdown barriers to communications
- Set up progress reporting on the Project

Group Exercise on Communication

13.0 Forming the IT Project Team

Learn about:

- Using interpersonal dynamics
- Working in a team environment
- Using Behaviors to build not weaken trust

Learn Ways to:

- Motivate the IT project team
- Reward the IT project team
- Communicate effectively with the IT project team