I.T. Project Management (3 Days)

IT projects come with distinct challenges for all project team members, and most of all for the project manager. In this course, you will learn the fundamentals and best practices of project management methodology as applied to IT initiatives. Using real-world scenarios and hands-on exercises, you will apply practical project management principles to successfully take a project from planning to rollout.
Practice essential project management skills to help you mitigate time, budget, quality, and scope constraints. Determine product scope through effective identification of requirements, assess and manage stakeholder expectations, identify and manage risks, and meet quality standards while navigating change requests. Examine important aspects of IT projects, including communication needs of virtual teams, security, and testing. Avoid the most common pitfalls of IT project success to deliver optimal business value for your IT projects.

Students pursuing a university-recognized and/or accredited certificate in Canada or continuing education units in the US must attend at least 90% of class time, participate in class exercises and section-knowledge checks, and score at least 70% on an end-of-class, multiple-choice assessment.

Skills Gained

- Articulate the relevance of core project management competences.
- Identify key project goals and assumptions and set the stage for value delivery.
- Understand how to identify stakeholders and assess how to engage with them during the project.
- Meet stakeholder informational needs by creating an actionable communication plan.
- Articulate product scope as part of the charter.
- Become familiar with the process of eliciting and capturing requirements.
- Create the WBS and dictionary that would deliver the scope in the project charter.
- Perform a more detailed and systematic assessment of risk.
- Articulate guiding quality characteristics for the project.
- Sequence activities, create schedule, and estimate the cost of the project.
- Prepare to oversee go-live.
- Manage change in projects.
- Track value delivery in projects.
- Understand the basics of a project retrospective.

Who Can Benefit

IT professionals, IT project managers, IT managers, IT project team members, associate project managers, project managers, project coordinators, project analysts, project leaders, senior project managers, team leaders, product managers, and program managers.
You should not take this course if you have taken Project Management Fundamentals. The subjects covered are the same.

Course Details

1. IT Project Foundations

- IT Project Success and Failure
- Practical Project Methodologies
- Software Development Methodologies and Processes
- Definition of a Project
- Project Management as a Service Industry
- Formal vs. Informal Management
- Complexity and Uncertainty in Projects
- Influences of Organizational Structure on Project Management
- Project Management Institute (PMI)
- Project Management Life Cycle
- Project Management as a Subset of Overall Management Skills
- Iterative Nature of the Project Management Life Cycle

2. Quality in IT Projects

- Quality Management
- IT Project Testing

3. Project Initiation

- Activities of Project Initiation

4. Project Scope Definition

- Scope
- Defining and Gathering Requirements
- Tracing
- Work Breakdown Structure

5. Time Management and Scheduling

- Time Decomposition
- Network Diagramming

6. Resource Planning

- Identification of Required Project Resources
- Roles and Responsibilities Chart
- Staffing Management Plan
- Resource Constraints
- Responsibility Assignment Matrix

7. Cost Management and Control

- Cost Planning and Analysis
- Cost Estimating Techniques
- Levels of Accuracy in Estimates
- Cost Estimates at Planning Milestones
- Contingency and Management Reserves

8. Communications Management

- Management of Stakeholder Expectations
- Considerations for Effective Communication
- Lines of Communication
- Forms of Communication
- Communication Management Plan
- Project Status Report

9. Risk Management

- Essentials of Project Risk Management
- Risk Sources for the IT Project
- Stakeholder Risk Tolerance
- Risk Identification Techniques
- Risk Ranking
- Risk Triggers
- Risk Response Strategies

10. Vendor Management

- Procurement and Sourcing Management
- Overview of Vendor Management
- Vendor Management Success
- Measures of Vendor Management Success

11. Change Management

- Project Changes
- Integrated Change Control
- Change Control Process

12. Phase and Project Closure

- Phase and Project Closing
- Lessons Learned
- Phase and Project Reports

13. Quality Assurance and Control

- Creating Project Quality
- Quality Management Theories
- Quality Tools and Techniques
- IT Project Testing

14. Phase and Project Closure

- Contract Closeout
- Administrative Closure
- Lessons Learned
- Phase and Project Reports