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## Managing Information Technology Projects - 3 Days

### 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 IT Project case study.

### Delivery Methods

- Instructor led Classroom environment

### Duration

Three Days

### Audience

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

- There is no prerequisite for this course

### 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 Content:

#### Unit 1 – Introduction

- Course Goals
  - Student Introductions
  - Class Objectives
  - Class Materials
  - Class Norms



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## 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
- 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



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## 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

## Course Exercises:

This seminar uses the context of an IT project case study to allow the participant to practically apply the tools and techniques covered in the class. Using this case study, the participants, working in teams, will work on the following exercises:

1. Why are IT projects challenging?
2. Why is there interest in project management?
3. Choose an appropriate Life Cycle
4. Using the PMBOK Guide
5. Perform a Stakeholder Analysis
6. Create a Project Charter
7. Create a Project Scope Statement

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8. Review a Project Scope Management Plan
  9. Perform Requirements Analysis and Prioritization
  10. Create a Work Breakdown Structure (WBS)
  11. Develop an Activity List
  12. Create a Project Schedule Network Diagram
  13. Estimate Activity Durations and Resources Required
  14. Develop the project schedule and identify the critical path
  15. Compress a project schedule
  16. Develop a high-level project budget
  17. Define Project and Product Quality
  18. Review a Project Quality Management Plan
  19. Create a Project Communications Management Plan
  20. Identify project risks
  21. Assess project risks previously identified
  22. Develop risk responses
  23. Determine variance from a project plan
  24. Make a recommendation for dealing with project variances
  25. Perform Change Control
  26. Perform Project Closeout

### **Program Material (handout)**

- A printed copy of all student material will be distributed to the participants.