

# **Practical Project Management for Information Technology**

*Update your PMP® with 18 PDUs*

This three-day course targets new project managers, business analysts and members of the project team. It provides a comprehensive overview of the basic skills required to effectively manage a project.

Course lecture is supplemented with hands-on group exercises to reinforce course concepts, focused on effective methods and techniques for managing projects. Attendees develop a hypothetical project from concept to closeout using a methodology based upon the PMI® process groups and the Software Engineering Institute's Capability Maturity Models. Attendees learn the framework for building successful IT projects and the tools, techniques and timing for effective project planning, tracking and overall control.

## **Summary of Course Topics**

### **Project Management Framework**

- Project Management Institute (PMI) model
- Five process groups
- Nine knowledge areas
- Life cycle models
- Organizational structures
- Necessary competencies for project managers
- Project teams

### **Project Management Processes**

- Applying configuration management
- Tracking the project
- Developing baselines
- Collecting business and system requirements

### **Planning the Project**

- Building the project objectives statement
- Implementing risk management processes
- Identifying phase and project deliverables
- Working with the customer to gather requirements
- Tools and techniques for obtaining requirements
- Planning the project and developing milestones
- Managing the triple constraints
- Creating the work breakdown structure
- Defining work packages and activities to manage scope

### **Focus on Quality**

- Defining quality
- Integrating various stakeholders' views
- Implementing quality into the project
- Controlling quality with metrics

### **Managing Project Risk**

- Managing project risks to find opportunity
- Reducing adversity through effective risk management
- Qualitative and quantitative risk valuation
- Developing risk responses and controls

### **Running the Project**

- Sequencing the activities and adding resources
- Develop the project schedule
- Activity dependency relationships

- Build schedule estimates with PERT and CPM
- Managing changes to the project baselines
- Implement changes to correct the deviations
- The project management office to manage communications

### **Who Should Attend?**

**Experienced project managers** learn skills that reinforce their existing knowledge base and develop new skills to successfully lead and manage their projects. Incorporating lessons learned on projects in order to transfer knowledge to the organization is developed. Effective project estimating tools are practiced.

**New project managers** learn the best practices needed to get a proper start in their project management career. Effective modern tools and techniques are presented to build and execute a project plan. Interpersonal skills are offered to enable the new project manager to negotiate for effective resources within the organization.

**Project team members** learn techniques to succeed as integral assets for product delivery that meets the quality expectations of the project sponsor. Techniques that leverage the strength of each member are developed to improve communication within the project team.

### **Sample Exercises For Skills Development**

**Determine the best life cycle model.** The project team must identify how the project will run efficiently within the organizational structure that is imposed upon it. These environmental constraints must be taken into account using PMBOK® and CMM® models.

**Develop a project objectives statement.** An effective objectives statement is necessary in order to develop a successful project plan. The objectives it contains must be clear and measurable in order to achieve project success. Intermediate objectives must be established in order to determine phase end deliverables.

**Identify project constraints and assumptions.** The successful project manager recognizes the limitations placed on the project by the sponsor, senior management, existing technology, society, and other influencing factors. Many of these limitations may come from areas that are outside the control of the project manager. Attendees apply successful methods of testing project assumptions within the known project limitations.

**Build a work breakdown structure.** The product and project scope are defined in this exercise. This is the key to the remainder of the course.

**Manage project risk.** Risk management is often the most overlooked aspect of project management. The result is a failure of the project to deliver the desired quality. Attendees work through proven techniques to identify and value project risks. They determine the best strategy to address the potential risks.

**Develop the project schedule.** Once the project activities have been identified the schedule can be developed. The activities are linked together in a network diagram.

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