



IT Project Management Course Outline



Program Overview

This 2 day course is aimed at providing the participant with a basic knowledge on project management as described by the Project Management Institutes' (PMI)® A Guide to the Project Management Body of Knowledge (PMBOK® Guide) 6th Edition. It uses the generic concepts and fundamental knowledge on Project Management but zeros in on IT projects, whether it be software development, infrastructure, systems implementation, and various other IT related projects. The course also provides some insights on typical pitfalls and challenges by IT professionals on their IT projects.

Duration

2- Day Program

Learning Objectives

At the end of this training, participants will be able to:

- ☒ Understand the basic concepts and fundamentals of projects and project management from an IT perspective
- ☒ Understand the role of the IT Project Manager and his importance in projects
- ☒ Understand the project management knowledge areas and what the PM should focus on
- ☒ Understand the Project Life Cycle and its relationship with the 5 process groups
- ☒ Understand the basic tools, techniques, and deliverables used in a project

Target Audience

- ☒ Project Managers working on IT related projects
- ☒ Project Coordinators and Project Leaders
- ☒ Software Architects, Business Analysts, QA Managers, Systems Implementers
- ☒ Network and Infrastructure Managers, IT Managers
- ☒ Anyone keen to increase their knowledge on PM and increase their marketability

Program Structure and Outline

This course is a combination of instructor-led lectures and group activities.

- ☒ Introduction to Project Management
 - o Projects and Project Management
 - o Programs and Program Management
 - o Portfolios and Portfolio Management
 - o Projects vs Operations
 - o The Purpose of Projects
 - o How the organization influences projects
 - o The Project Manager
 - o The IT Project Manager



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- o The Project Management Office (PMO)
- o The Project Governance Framework
- o The Project Life Cycle
- o Agile Projects
- o The Project Management Knowledge Areas

Project Initiation

- o Project Selection / Determining the Business Case
- o The Project Charter
- o Identifying Stakeholders

Project Planning

- o The Project Management Plan
- o The Work Breakdown Structure
- o Activity Estimating
- o Activity Scheduling
- o Schedule Network Diagram
- o The Critical Path
- o Schedule Compression Techniques
- o The Project Schedule
- o Cost Budgeting
- o Quality Planning
- o Resource Planning
- o Communications Planning
- o Risk Planning
- o Procurement Planning

Project Execution, Monitoring, and Control

- o Verifying and Validating IT Deliverables
- o The S-Curve
- o Earned Value Management
- o The Risk Register
- o The Stakeholder Register
- o The Change Log
- o IT Performance Reporting

Project Closure

- o Lessons Learned
- o Project Closure Report
- o Archiving Project Information
- o General Order of Closing a Project

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