

Soft-Train



*At Soft-Train
Technology Works*

Technology Management (3 Days) ST00060

COURSE GOAL: To enable the student to encourage the staff to stay informed about new technology, apply new technology and ensure that the staff is trained and capable

PREREQUISITES: None

LEARNING OBJECTIVES:

Upon completion of this course, the student will be able to:

- Understand the IT requirements of the workplace
- Understand how the new technology will help with the IT division
- Encourage the Staff to use new technology
- Understand what IT can do for them

KEY TOPICS:

I. IT Portfolio Management: An Overview

- A. Changes in the Current Environment
- B. Focus on IT Investments
- C. Forming, Norming, Storming: The IT Life Cycle
- D. Does IT Really Matter? The IT Productivity Paradox
- E. IT Portfolio Management 101
- F. Comparison of IT Portfolio Management and Financial Portfolio Management
- G. Value and Risks
- H. Conclusion
- I. Appendix 1A: Selected Firm-Level Studies of the Returns.

II. Planning for IT Portfolio Management: Ready, Aim, THEN Fire

- A. Introduction
- B. Baseline Assessments
- C. Organization Readiness
- D. IT Portfolio Management Maturity
- E. IT Portfolio Management Capability Assessments
- F. Stakeholder Analysis
- G. Refining IT Portfolio Objectives
- H. Portfolio Metrics
- I. Chartering the Effort
- J. Task Planning
- K. Communication Planning

- L. IT Portfolio Management
Software Selection
Conclusion
- M. Appendix 2A: IT
Portfolio Management
Maturity Levels

III. People and Governance: The Most Important Success Factors of IT Portfolio Management

- A. Introduction
- B. A Demanding Environment
- C. The New Focus for IT: Business
- D. The Business-IT Alignment
- E. IT Governance
- F. CobiT: Managing the Risk and Control of IT
- G. Getting Started
- H. Appendix 3A: Sarbanes-Oxley Compliance Road Map
- I. Appendix 3B: Top Issues Faced By Management
- J. Appendix 3C: Top Issues Mapped to Key Individuals and Governance Bodies

IV. IT Portfolios and Their Content in Context

- A. Introduction
- B. IT Discovery Portfolio
- C. IT Project Portfolio
- D. IT Asset Portfolio
- E. Conclusion
- F. Appendix 4A: Technology Readiness Levels: Hardware and Software

V. Building the IT Portfolio

- A. Introduction
- B. Stage 1: Game Plan
- C. Stage 2: Planning

- D. Stage 3: Creating
- E. Stage 4: Assessing
- F. Stage 5: Balancing
- G. Stage 6: Communicating
- H. Stage 7: Governance and Organization
- I. Stage 8: Assessing Executive Conclusion
- J. Appendix 5A Value Categories and Risk Factors
- K. Appendix 5B Risk Categories and Risk Factors
- L. Appendix 5C Readiness Assessments, Business, Internal, and Operational Diagnostics.

VI. The IT Portfolio Management Market and Industry Provider Assessment Methodology

- A. Introduction
- B. IT Portfolio Software Market
- C. IT Portfolio Software Selection Process
- D. Industry Provider Assessment Methodology
- E. Conclusion
- F. Appendix 6A Advanced IT Portfolio Software Provider Evaluation Criteria.