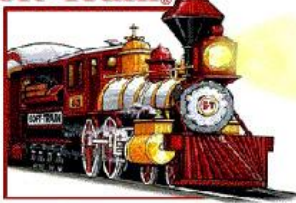


Soft-Train



*At Soft-Train
Technology Works*

Information Technology Project Management (5 Days)

COURSE GOAL: Learn how to optimize IT Development and delivery processes to bring projects online more effectively, more quickly and on budget.

PREREQUISITES: Project Management Experience

LEARNING OBJECTIVES:

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

- Maintain control of projects with proven scheduling techniques
- Deliver quality systems on time
- Plan for the unexpected
- Budget more effectively
- Keep conflict to a minimum
- Expertly use PM software tools

KEY TOPICS:

I. Initiating the Project

- A. Gathering Project Information
- B. Identifying Project Needs

II. Planning the Project

- A. How to Plan
- B. Establishing Project Priority
- C. Creating an Approach

III. Working with Management

- A. Defining the Organizational Structure
- B. Presenting the Project to Management
- C. Defining Management's Role
- D. Inventing a Project Kickoff
- E. Creating Management Alliances

IV. Creating the Budget

- A. Budget Basics
- B. Determining the Estimate Type
- C. Implementing Bottom-Up Estimates
- D. Using Top-Down Estimating
- E. Budget at Completion
- F. Zero-Based Budgeting
- G. Determining Project Expenses
- H. Tracking Budgetary Expenses

V. Creating a Work Breakdown Structure

- A.** Defining the Work Breakdown Structure
- B.** Working with a WBS
- C.** Coordinating WBS Components
- D.** Creating a WBS
- E.** Obtaining Management Approval

VI. Organizing a Project Team

- A.** Assessing Internal Skills
- B.** Creating a Team
- C.** Interviewing Potential Team Members
- D.** Managing Team Issues
- E.** Using External Resources

VII. Building the Project Plan

- A.** Building the Project Plans
- B.** Defining the Project Schedule
- C.** Deadline-Oriented Projects
- D.** Creating a Project Network Diagram
- E.** Working with Project Constraints
- F.** Building the Network Diagram
- G.** Management Reserve
- H.** Using Microsoft Project

VIII. Implementing the Project Plan

- A.** Reviewing Assignments
- B.** Focus on the Work
- C.** Hosting a Project Status Meeting
- D.** Tracking Progress
- E.** Tracking Financial Obligations

IX. Revising the Project Plan

- A.** Defining the Need for Revision

- B.** Establishing Change Control
- C.** Implementing Project Changes
- D.** Issue Management Meetings
- E.** Delaying a Project

X. Enforcing Quality

- A.** Defining Quality
- B.** Quality of the Deliverables
- C.** Quality of the Process
- D.** Quality Management as a Process
- E.** Ensuring Quality Throughout the Project
- F.** Creating a Strategy for Quality

XI. Managing Teams

- A.** Leading the Team
- B.** Establishing Project Authority
- C.** Mechanics of Leading a Team
- D.** Maintaining Team Leadership
- E.** Working Toward the Finish
- F.** Motivating The Team

XII. Completing the Project

- A.** Completing the Final Tasks
- B.** The Project Postmortem
- C.** Obtaining Final Sign-Off
- D.** Post Project Audit
- E.** Creating the Final Report
- F.** Declaring Victory
- G.** Declaring Failure
- H.** Cheers! Celebrating Victory