



IT Project Management

Objectives:

- Master the most up-to-date practical skills and tools IT project managers use in their daily roles
- Learn Agile concepts of adaptive planning, iterative development, and continuous improvement leading to early deliveries and high customer value
- Track and manage projects, including addressing difficult client situations and how activities shift throughout the project management lifecycle
- Apply your new skills to real-world projects and hands-on labs
- Explore the scheduling basics including starting a new plan, setting up the resources, sharing the plan, formatting the project plan, progress tracking, etc.
- Explore the resource and assignment of tasks
- Learn to fine-tune the project plan
- Learn to organize the details of the project
- Progress tracking of the tasks and assigned resources
- Taking the project on track
- Explore how to customize a project
- Project consolidation and resources
- Have sufficient knowledge and understanding to work as an informed member of a project team undertaking a variety of project management roles.

Who Should Attend?

- Attendees looking to develop an understanding of the Project Management.
- Project Managers who want to consolidate their skills and increase their capability in their roles.
- Senior Project Managers and Officers
- Team Leads and Team Managers

Outlines:

Creating a High-Performing Team

Build a Team
Define Team Ground Rules
Negotiate Project Agreements
Empower Team Members and Stakeholders
Train Team Members and Stakeholders
Engage and Support Virtual Teams
Build a Shared Understanding about a Project

Starting the Project

- Determine Appropriate Project Methodology/Methods and Practices
- Plan and Manage Scope
- Plan and Manage Budget and Resources
- Plan and Manage Schedule
- Plan and Manage Quality of Products/Deliverables
- Integrate Project Planning Activities
- Plan and Manage Procurement
- Establish Project Governance Structure
- Plan and Manage Project/Phase Closure

Doing the work

- Assess and Manage Risks
- Execute Project to Deliver Business Value
- Manage Communications
- Engage Stakeholders
- Create Project Artifacts
- Manage Project Changes
- Manage Project Issues
- Ensure Knowledge Transfer to Project Continuity

Keeping the track on team

- Lead a Team
- Support Team Performance
- Address and Remove Impediments, Obstacles, and Blockers
- Manage Conflict
- Collaborate with Stakeholders
- Mentor Relevant Stakeholders
- Apply Emotional Intelligence to Promote Team Performance

Keeping the business in mind

- Manage Compliance Requirements
- Evaluate and Deliver Project Benefits and Value
- Evaluate and Address Internal and External Business Environment Changes
- Support Organizational Change
- Employ Continuous Process Improvement



Planning Projects

- Project management definitions
- Applications of project management
- Managing project constraints
- Project charter
- Project scope statement
- Work Breakdown Structure (WBS)

Scheduling Projects

- Program Evaluation and Review Technique (PERT)
- Gantt chart
- Milestone chart
- Critical Path Method (CPM)
- Forward and backward scheduling
- Slack management
- Schedule compression techniques
- Resource planning and leveling
- Project baselining

Organizing and Controlling Projects

- Organizational structures
- Mastering Earned Value Management (EVM)
- Schedule and budget variances
- Schedule and cost performance indexes
- Project management reporting
- Auditing a project
- The role of software in project management



Selecting Projects Using Capital Budgeting Techniques

Capital budgeting and cost of capital

Accounting Rate of Return (ARR)

Payback Period (PP)

Net Present Value (NPV)

Internal Rate of Return (IRR)

Managing Project Stakeholders

Identifying project stakeholders

Types of project stakeholders

Managing stakeholder engagement techniques

Skills and competencies for project managers