IT Project Management (ITPM)

Duration 4 days

COURSE DESCRIPTION

Information technology (IT) project has characterized by relatively unique and distinct manner. The aim of this course is to provide the knowledge about the fundamentals and best practices of initiating and implementing methodologies related to IT project management, as well as the common mistakes found in IT projects, and appropriate solutions (management of changing customer needs as much as possible) as well as understanding key skills. This course provides the benefits in terms of the project delivery on time within the limited budget while meeting as many of the customers' requirements as possible.

The course covers IT projects and related topics such as hardware, software, vendor relationships (seller relationships), and mechanisms and methods for communicating with individuals at various levels, including working together with local individuals and remote team (distance working), understanding of the fundamentals of successful project implementation with a complete and clear scope of operations, forming a team of key stakeholders, and managing stakeholder expectations, as well as the ability to manage potential IT risks in a standardized, high-quality, and cost-effective manner.

COURSE OUTLINE

Project Management Fundamentals
- What is project management?
- Project management history
- Why is project management so important to an organization?
- Brief description of PMBOK
- Project management process
- IT Project life cycle
- Types of Project Management Structures

Starting a Project
- How to create Project Charter (Business Case)
- Determination and analysis project participants and stakeholder

Project Planning
- Creating a project plan
- Management of work and project scope
    - Requirements gathering
    - Determining the project scope
    - Creating work breakdown structure (WBS)

Demonstrates methods and techniques for requirements gathering
- Project schedule management
    - Assigning activities

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- Organizing activities
- Timetable Creation

How to write a Project plan using software/program (MS Project → Project plan)
- Project expense management
    - Cost/Expense estimation
    - How to create a budget

Different ways to present a Project (Scope/ Timeframe / Resources / Budget)
- Project Quality Control
- Managing human resources in project management
- Project communication management
- Project risk management
- Risk determination
- Qualitative analysis
- Quantitative analysis
- Risk management plan

Different methods of project communication
Methods for risk analysis and risk management
- Project procurement management
- Project stakeholders' management

Project execution
- Direct and manage project work
- Project quality control
- Team recruitment
- Team building and development
- Team management
- Communication management
- Procurement management
- Project stakeholders' management

Project Controls
- Supervision and monitoring project

Supervision and monitoring project (Project management plan)
- Adjusting a project management plan and project controls
- Defining a reasonable project scope
- Project scope control
- Project time management
- Cost control
- Quality control
- Communication control
- Risk control
- Procurement control
- Project stakeholders' management

Project Closure
- Closing a Project or Phase
- Close Procurements

Generalized body of knowledge in project

WHO SHOULD ATTEND

IT Professionals, IT Project Managers, Corporate IT Leaders, IT Employees, IT Related Project Managers, Project Managers, Project Coordinators, Project Analysts, Project Leaders, Senior Project Managers, Team Members, Product Managers (Strategic Planning), including Program Managers and General Supervisors.