



IT PROJECT MANAGEMENT PROFESSIONAL

TRAINING COURSE OUTLINE



Introduction

This 3 days course discusses the processes, methods, techniques and tools that organizations use to manage their Information technology projects. The course covers a systematic methodology for initiating, planning, executing, controlling, and closing Information technology projects. This course assumes that project management in the modern organization is a complex team based activity, where various types of technologies are an inherent part of the project management process

Duration

3 – days workshop

Learning Objectives

By the end of the course participants should be able to:

- ❖ Understand the foundations of project management
- ❖ Initiate, specify, and prioritize information technology projects
- ❖ Manage project teams, including leadership and team motivation.
- ❖ Manage project scope, schedules and resources
- ❖ Manage project risk, including the identification of project risk, and the techniques for ensuring project risk is controlled.
- ❖ Manage project execution, including monitoring project progress and managing project change, and appropriately documenting and communicating project status.
- ❖ Close projects, including administrative, personnel, and contractual closure.

Target Audience

This course is intended for those as below:

- ❖ IT/IS Project Manager
- ❖ IT/IS Program Manager

- ❖ IT/IS Senior Engineer
- ❖ IT/IS Manager
- ❖ Business Analyst
- ❖ Technical Lead
- ❖ IT/IS Architect
- ❖ IT Operations Managers
- ❖ MIS Managers
- ❖ IT Infrastructure Managers
- ❖ IT Application Managers
- ❖ IT Support Managers
- ❖ IT Network Managers

Training contents

Module 1: Introduction to IT Project Management

- ❖ What is IT Project Management?
- ❖ What Is Project Management?
- ❖ Organizational Structures and Culture
- ❖ The Context of Information Technology Projects
- ❖ The Importance of Top Management Commitment
- ❖ Project Phases and the Project Life Cycle
- ❖ The Role of the Project Manager

Module 2: IT Project Management Methodology

- ❖ Introduction Project Management Methodology
- ❖ The Project Life Cycle
- ❖ The Systems Development Life Cycle

- ❖ Project Closing
- ❖ Agile Approach

Module 3: Project Integration Management

- ❖ Develop Project Charter
- ❖ Project Planning Framework
- ❖ Develop Project Management Plan
- ❖ Direct and Manage Project Work
- ❖ Manage Project Knowledge
- ❖ Monitor and Control Project Work
- ❖ Perform Integrated Change Control
- ❖ Close Project or Phase

Module 4: Project Scope Management

- ❖ Introduction to Scope Management
- ❖ Plan Scope Management
- ❖ Collect Requirements
- ❖ Define Scope
- ❖ Validate Scope
- ❖ Control Scope

Module 5: Project Schedule and Cost Management

- ❖ Plan Schedule Management
- ❖ Define Activities and Sequence Activities
- ❖ Estimate Activity Durations
- ❖ Plan Cost Management
- ❖ Estimate Costs and Determine Budget

- ❖ Control Costs
- ❖ Critical Path Method
- ❖ Earned Value Management
- ❖ Typical Problems with IT Cost Estimates

Module 6: Project Stakeholder and Communications Management

- ❖ Identify Stakeholders
- ❖ Plan Stakeholder Engagement
- ❖ Manage Stakeholder Engagement
- ❖ Monitor Stakeholder Engagement
- ❖ Plan Communications Management
- ❖ Keys to Good Communications
- ❖ Project Report and Manage Communications
- ❖ Monitor Communications
- ❖ Suggestions for Improving Project Communications

Module 7: Project Risk Management

- ❖ Planning Risk Management
- ❖ Common Sources of Risk on IT Projects
- ❖ Identifying Risks
- ❖ Performing Qualitative Risk Analysis
- ❖ Performing Quantitative Risk Analysis
- ❖ Planning Risk Responses
- ❖ Monitoring Risks

Module 8: Project Quality Management

- ❖ Plan Quality Management

- ❖ Quality Philosophies and Principles
- ❖ Quality Management Methods
- ❖ Quality Systems
- ❖ Project Quality Metrics
- ❖ Manage Quality
- ❖ Control Quality
- ❖ Improving IT Project Quality

Module 9: Project Resource Management

- ❖ Plan Resource Management
- ❖ Estimate Activity Resources
- ❖ Acquire Resources
- ❖ Develop Team
- ❖ Manage Team
- ❖ Control Resources

Module 10: Project Procurement Management

- ❖ Plan Procurement Management
- ❖ Procurement-Type Contracts
- ❖ Conduct Procurements
- ❖ Control Procurements

Module 11: Project Evaluation and Closure

- ❖ Types of Project closure
- ❖ Realities of Project Closure
- ❖ The Final Project Report
- ❖ Project Evaluation and Project Audit