

## Project Management for Information Systems

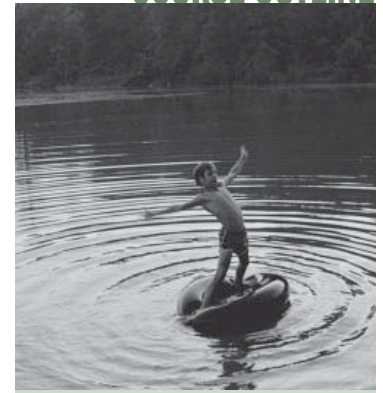
This highly interactive workshop is designed to give participants a solid foundation in the concepts, tools and techniques of formal project management. While introductory in nature, this course is extremely comprehensive, covering the five key process groups and 38 core competencies associated with effective and efficient project management practice. Participants not only acquire technique-based proficiencies, but also explore and practice essential people skills and teamwork. The concepts and methods learned are immediately usable in the workplace, leading to a greater retention of newly acquired skills, measurable project improvements, and the achievement of desired project results.

### FEATURES

- Our facilitators bring real-world experience to every workshop.
- You will be led, not lectured, through a hands-on case study.
- As a team, you will work through scenarios that provide an experimental environment where you can take risks and make adjustments based on your results before taking on big projects.
- You will learn concepts and techniques applicable to any tool or methodology.
- Work with continuous case studies.
- Our workshop is consistent with the Project Management Institute's *A Guide to the Project Management Body of Knowledge* (PMBOK® Guide).

### DISCOVER HOW TO

- Build a Work Breakdown Structure (WBS).
- Use a network diagram to display a Project Evaluation and Review Technique (PERT) chart.
- Use the Critical Path Method (CPM) in the network diagram to ensure the correct IT project duration.
- Estimate and schedule project tasks.
- Apply resources to a project plan.
- Explore different personality types and learn how they affect project management.



DURATION: 3 days.

CAPACITY: 20 people.

### WHO SHOULD ATTEND:

those who want to understand basic project management skills and concepts.

PREREQUISITES: none.

PDU's: 24 credits.

## COMPETENCIES

Initiation  
Cost Budgeting  
Procurement  
Staff Acquisition  
Scope Planning  
Quality Planning  
Quality Control  
Schedule Control  
Scope Definition  
Solicitation  
Quality Assurance  
Cost Control  
Activity Definition  
Cost Estimating  
Team Development  
Source Selection  
Activity Sequencing  
Resource Planning  
Change Control  
Risk Identification  
Risk Analysis  
Solicitation Planning  
Scope Verification  
Contract Close-Out  
Schedule Development  
Performance Reporting  
Organizational Planning  
Project Plan Execution  
Scope Change Control  
Risk Response Planning  
Contract Administration  
Administrative Closure  
Information Distribution  
Risk Monitoring and Control  
Communications Planning  
Risk Management Planning  
Project Plan Development  
Activity Duration Estimating

## PM KNOWLEDGE AREAS

Integration Management  
Scope Management  
Time Management  
Cost Management  
Quality Management  
Human Resource Management  
Communications Management  
Risk Management  
Procurement Management

## OUTLINE SUMMARY

### **An Overview of Project Management**

- The characteristics of an information system (IS) project.
- Project management processes.
- Project success and failure.
- Critical success factors and components.
- The effective project manager – skills and characteristics.
- Roles and responsibilities.
- The time, cost, and scope target.

### **The People Side of Project Management**

- Understanding people.
- Learn the use style models.
- Flexing your style.
- Understanding differences.
- Communicating.

### **Planning the Project**

- The components of the plan.
- Introduction to the case study.
- The project charter.
- The work plan.
- The control plans.
- The functions of a good project plan.

### **Work Breakdown Structure (Work Plans)**

- Use a systems development life cycle
- Defining the work to be done.
- Creating the WBS – demonstration of technique.
- The WBS task and the work package.
- Methods of subdivision.
- Uses of the WBS.

### **Estimating**

- Estimating accuracy.
- Estimating concepts and methods.
- Task-based estimation.
- Effort, productivity factors, influence factors.
- Function Point Analysis.

### **Scheduling**

- Schedule concepts and methods.
- Network diagrams.
- Precedence logic.
- Estimate duration.
- Create a network diagram – demonstration of technique PERT/CPM.
- Allocation of resources.
- Gantt charts/histograms.

### **Risk Management**

- Evaluation of risk on an IS project.
- Identification, assessment, quantification, and contingency planning.
- Risk consequences and contingencies.
- A technique for planning for risk.
- Cost/benefit/risk considerations.

### **Project Control**

- Measurement, evaluation, and quality control.
- Prerequisites to effective control.
- Key indicators.
- Change management and control.
- Progress reporting.

### **Project Completion**

- Management of project completion.
- Post implementation.

**Systemation**

Get to the Heart of the Matter.<sup>sm</sup>