

Technical Project Management

Length: 2 Days

Class Overview: This Fundamentals of Project Management course teaches students project-management techniques, from project initiation to project close from the IT perspective. Students will identify the features and attributes of a project, the steps and variables of the project management process, the effects of environmental, socioeconomic and organizational structure issues, and the responsibilities of a project manager. Activities in this Fundamentals of Project Management training also cover defining the project scope, writing a project charter, developing a work breakdown structure, identifying time management components, describing schedule development, using mathematical analysis techniques, and assigning resources. Students will also learn how to estimate resource costs, create a capital budget, control the project costs, and compute a project's estimate at completion (EAC) and variance at completion (VAC). In addition, students will learn how to implement quality measures, handle project risks, acquire and motivate team members, and communicate effectively. Course activities cover identifying the characteristics and goals of quality management, creating a quality management plan, conducting an audit, developing a quality control system, designing a risk management plan, following a qualitative risk analysis process, creating a decision tree, and monitoring and controlling project risks.

This course will take it from the IT project manager's perspective

Class Goals

- Learn core Project Management Concepts
- Learn about Project Management roles
- Learn to define and initiate a project
- Learn to verify the project scope and implement change control
- Learn to estimate task duration and costs
- Learn to schedule tasks and estimate resource requirements
- Learn to estimate project and resource costs
- Learn to acquire and assign resources to the project plan
- Learn to implement quality and change control mechanisms
- Learn to manage and respond to risk
- Learn to execute the project plan and track progress
- Learn to monitor and control project progress
- Learn how to close a project successfully

COURSE CONTENT

FUNDAMENTALS OF PROJECT MANAGEMENT

Projects
The project management process

CHARACTERISTICS OF A PROJECT

The project environment
The project manager
The project team

**PROJECT INITIATION AND SCOPE
PLANNING**

Project Initiation
Scope planning

**SCOPE DEFINITION, VERIFICATION, AND
CHANGE CONTROL**

Scope definition
Scope verification
Scope change control

TIME MANAGEMENT

Activity definition and sequencing
Activity duration

SCHEDULE DEVELOPMENT AND CONTROL

Schedule development
Schedule control

**RESOURCE IDENTIFICATION AND COST
APPROXIMATING**

Resource identification
Cost approximating

BUDGETING AND COST CONTROL

Cost budgeting
Cost control

QUALITY MANAGEMENT

Fundamentals of quality management
Quality planning

QUALITY ASSURANCE AND CONTROL

Quality assurance
Quality control

RISK IDENTIFICATION AND MANAGEMENT

Fundamentals of risk management
Risk management planning
Risk identification

RISK ANALYSIS, RESPONSE, AND CONTROL

Qualitative analysis
Quantitative analysis
Risk response
Risk monitoring and control

ORGANIZATIONAL PLANNING

Project managers
Organizational planning

STAFF ACQUISITION AND TEAM BUILDING

Staff acquisition
Team building

**PLANNING AND DISTRIBUTING
INFORMATION**

Communications planning
Distributing information

**PROJECT PERFORMANCE AND
CONCLUSION**

Performance reporting
Concluding a project

