



Bottom-Line IT Project Management - Foundations

fact sheet

Objective:

For people with programming experience, new to project management, who need to learn the language and tools of project management in an IT environment.

Teaches how to plan, schedule, resource, influence, track, report and complete any size IT project in any application, integration, infrastructure or e-commerce area. Features expert presentations, action learning, individual team experiences and a simulation of an IT project on which participants practice skills and get immediate feedback on results. Aligned with PMI's Project Management Body of Knowledge guide and Carnegie Mellon's (SEI) Capability Maturity Model.

Participants learn and take away electronic tools and templates called The Bottom-Line Tool Kit, a proven process to successfully implement on their next project assignment.

Key Learning Points:

- Why project management is in the spotlight and your organization's response
- Speak a common language using basic terms and answering key questions
- Understand the Project Life Cycle, phased deliverables and the funding process
- Apply Five-Step structure to plan, organize, resource and implement any size IT project for any user, balancing cost, functionality and schedule
- Read business requirements and prepare cost vs. benefit analysis
- Estimate durations; prepare statement of scope and project charter
- Develop and apply three key visual tools to plan, schedule and track performance
- Understand PMI's five processes and Carnegie Mellon/SEI's five level Capability Maturity Model
- Resource, staff and complete projects with limited "borrowed" resources
- Identify behaviors of effective project leaders, team members and apply influencing skills to get help on a timely basis
- Control costs against project budget, manage risks and the cost of changes
- Apply functional specifications, detailed design, change and version control
- Report progress - who, when and how

Recommended for:

Working "shirt sleeve" project managers, analysts on large project teams and senior programmers, with business experience and some formal project management training. Those who do part of the project themselves, use borrowed resources to do the rest, and need to learn tools and techniques for IT project planning and control.

Length: 2 days
CEU Credits: 1.6
PDU Credits: 16

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