



Bottom-Line IT Project Management - Tools (Foundations)

Outline

Day 1

- Program Overview
- Introduce course/PCI/staff
- Course Objectives
- Course Content
- Agenda

Definitions

- What is a project
- Why focus on projects - "horror stories"
- Triple constraints of project management
- Special challenges of software projects

Resources - PMI and SEI

- PMI's Five process groups
- PMI's Nine knowledge areas
- SEI-Capability Maturity Model (CMM)
- Five levels of CMM and software process maturity

Team formation and team leadership

- Self introductions
- Project team building development

Case study/ Simulation - IT Project

- Simulation overview

Software development life cycle

- Phases
- Product development process
- Methodological Madness
- Project Life Cycle

Project Management Software Tools

PCI's Five Step IT Project Process

- Analyze the project; Scope Planning
- Organize the work
- Resource the plan
- Implement the plan; Follow-up
- Close-out
- Interaction between Software life cycle and IT project process

I. Analyze

- Key questions
- Business Requirements
- Cost/Benefit Estimate (ROI)
- Deliverable documents

Project Briefing

- Customer interview/Briefing
- Funding process

Simulation Exercise: Create business requirement document and Cost vs. benefit analysis

Organize I

- Key questions
- Scope statement
- Work Breakdown Structure
- Estimating durations
- Software estimating guidelines

Exercise 2: Prepare Scope statement and Work Breakdown structure

Organize II

- Key Terms and Definitions
- Network diagram
- Gantt Chart (Timeline)
- Deliverable Documents

3. Resources

- Key questions
- Equipment, materials and services
- Scope statement
- MS Project template

Resource Planning

- Resource identification
- Resource Plan - Skills and Assignment Matrix
- Resource cost
- PCI's Five Step Process and PMI's Five Process Groups
- PCI's Five Step Process and Software Product Development Process

Assignment I - Simulation

Complete week 1 and 2

Day 2

4. Risk Management - Early and Often

- Analyze Risk - Front Loading Solution
- Identify and Evaluate
- Risk Management plan

Exercise 3: Complete Risk Management Plan

5. Implementing the plan and follow-up

- Key questions to ask
- Monitor performance
- Version/Change control
- Cost management
- Communications planning
- Continuing project management responsibilities

Day 2 (Cont.)

Key Performance Indicators

IT Specific concerns

- High level design
- Data dictionary
- Database design
- Design the User Interface
- Functional Specifications
- Documentation Plan
- Detailed Design

Simulation

- Decision options
- Run through week 6

Management Status Report

The Dilemma "Authority VS. Responsibility" Organizational Terms

Influencing

- Matrix organizations
- Influencing techniques

Exercise: Influence Presentations

- Report out: What works/what doesn't
- Assignment: Run simulation

6. Close-out

- Processes - contract close out
- Final testing and user acceptance
- Production support

Assignment: Finish simulation

Lessons-learned

- Project review/ team presentations
- Course review

Application: Bottom-Line Tool Kit

