

# Managing IT Projects Effectively

## Why Attend

- The overall aim of this course is to provide participants with the knowledge and the skills needed to successfully manage an Information Technology (IT) project from inception to closure. Participants in this interactive course will learn all the critical tools and techniques required to play a leading role as an IT project manager. We will cover important topics such as analyzing requirements, preparing project plans, developing project budgets, leading the project team and evaluating the overall performance.

## Course Methodology

- This course relies on the use of individual and group exercises aimed at helping participants learn all the key activities related to contract management. The course also features the use of a number of case studies and role plays by participants followed by discussions. In addition, this course incorporates pre and post testing.

## Course Objectives

By the end of the course, participants will be able to:

- Manage information technology projects using different project management methodologies
- Evaluate the business case of IT projects to ensure feasibility and proper justifications
- Relate project requirements and objectives to stakeholders' needs in a clear and compelling manner
- Explain fundamental project planning activities and processes and set realistic measurable objectives in terms of time and cost using proven project planning techniques
- Manage IT projects that implement agile methodologies and identify the differences between traditional and agile projects
- Identify the role of the project manager during the design and the implementation phases of the project
- Outline all the activities during the execution phase of a project and establish an effective control process to ensure execution in line with the project plans

## Target Audience

- Project managers and senior IT professionals who seek to manage small to large size IT projects or to broaden their knowledge in the key project management functions. This course is designed to complement the technical knowledge of IT professionals involved in an IT project with the necessary project management skills. Our institute has been reviewed and approved by the PMI® Authorized Training Partner Program. This course is worth 30 Professional Development Units (PDUs).

## Target Competencies

- Project management
- IT management
- Developing project planning and scheduling
- Understanding project costing
- Capital budgeting
- Developing project control
- Risk management

### Overview of IT project management

- How are IT projects different?
- Risks associated with IT projects
- System development life cycle
- Waterfall model
- Incremental model
- Basic iterative model
- Agile development model
- IT project manager roles and responsibilities

### Project concept

- Assessing business needs and opportunities
- Developing project concept
- Developing business case
- Identifying stakeholders
- Establishing conceptual solutions
- Project charter

### Project requirements

- Gathering and defining requirements
- Functional requirements
- Technical requirements
- Basic requirements checklist

## Project planning

- Building work breakdown structure
- Estimating project duration and resources
- Activity sequencing
- Network diagram
- Critical path analysis
- Schedule planning
- Gantt charts
- Milestone charts
- Resource planning
- Agile project planning
- Adaptive planning
- User story (product) backlog
- Relative sizing and story points
- Product roadmap
- Release and iteration planning
- Daily standups
- Risk management and disaster recovery planning

## Project design

- Developing preliminary design
- Performing gap analysis
- Prototyping IT solutions
- Preparing technical specifications documentation
- Design criteria
- Reuse and reusability
- Solution alternatives: build, buy or outsource
- Project manager's role during design phase

## Project implementation

- Challenges during project implementation phase
- Managing project team
- Managing schedule
- Managing cost
- Earned value analysis
- System testing
- Change management
- Configuration management

## Project delivery and closeout

- Delivery conversion strategy
- Managing logistics and site preparation
- Acceptance testing
- Developing the “go-live” transitioning