

# IT Project Management

MEDIUM : English

Duration: 2 Days

There are many Project Management methodologies and many Project Management courses. This course differentiates itself from other more "standard" PM courses, by dealing with the specific challenges in managing IT Projects.

The course identifies why so many IT projects fail, and demonstrates how the adoption of best practice techniques can avoid and overcome many problems that IT project managers face.

The course uses "real-life" IT case studies for participants to study and practise their newly learned techniques. It includes case studies, discussion forums, group exercises, and the provision of many "take-away" examples.

**The course is designed for new and experienced project managers, wanting to understand best practice approaches in managing IT Projects.**

## Course Outline

### 1. Introduction

- What is essential for successful IT project management?
- What is required to be an effective IT project manager?

### 2. Best practice in Project Management methodologies

- Top 10 reasons why IT projects fails?
- What techniques from the "best" methodologies are designed to help avoid IT Project failure?
- 10 "Golden Rules" for IT Project Managers

### 3. Project Establishment

- Justifying IT projects (the business case)
- Getting buy-in from users
- Establishing effective project governance
- How to manage stakeholders engaged in IT Projects

### 4. Project Planning

- Planning for Quality in IT Projects
- The conflict of Quality, Time and Budget in IT Projects
- Aligning IT Projects with Business Objectives
- Defining measurement criteria in IT Projects
- Defining Scope, Constraints, and Assumptions
- The use of Product Based Planning to define quality

### 5. Planning and estimating techniques

- Use of Planning Tools in IT Projects
- Work Breakdown Structures
- Activities, Targets and Milestones
- Resourcing IT Projects
- IT project risk management and its impact on project resourcing
- Function point analysis and other estimation techniques
- Budget forecasts

### 6. Controlling and managing projects

- Monitoring Quality, Budget, Time, Progress
- Handling slippage
- Managing risks
- Managing change
- Managing deviations
- Issue management
- Managing people

### 7. Effective reporting to:

- Governance group
- Stakeholders
- Reference Groups
- Users

### 8. Project Closure

- Hand-over to the business
- Gaining sign-off of final deliverables
- Post implementation activities