



Information Technology Project Management 5 days

Course Description:

This is a comprehensive course in project management for both new and experienced project managers. **The course content covers the entire Project Management Institute (PMI) Project Management Body of Knowledge (PMBOK) 5th Edition-Aligned** and it represents the most up to date approach to project management.

While the course will be an essential part of preparation for the PMI Project Management Professional (PMP) exam, it will also be of interest to any practicing project manager who wants to understand the latest project management terms, tools and techniques. After completing this course, students who will be taking the PMP exam should also take CDT825, PMP Exam Preparation.

Audience:

- New Project Managers
- Experienced Project Managers
- Directors and other executives who manage project managers

Prerequisites

- None

Learning Objectives

- Understand the nature of projects and project management
- Identify and explain the key elements of the project management process groups
- Identify and explain the key elements of the project management knowledge areas.

Teaching Methods

- Lecture
- In-class exercises



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Course Outline

Course Topics

- Introduction to Project Management
 - What is a Project?
 - What is Project Management?
 - Program and Portfolio Management
 - The Role of the Project Manager
 - The Project Management Profession

- Project Management
 - A Systems View of Project Management
 - Understanding Organizations
 - Stakeholder Management
 - Project Phases and the Project Life Cycle

- The Project Management Process Groups
 - The Project Management Process Groups
 - Initiating
 - Planning
 - Executing
 - Monitoring and Controlling
 - Closing
 - Mapping Process Groups to Knowledge Areas

- Project Integration Management
 - Strategic Planning and Project Selection
 - Developing a Project Management Plan
 - Directing and Managing Project Work
 - Monitoring and Controlling Project Work
 - Performing Integrated Change Control
 - Closing Projects or Phases

- Project Scope Management
 - Planning Scope Management
 - Collecting Requirements
 - Defining Scope
 - Creating the Work Breakdown Structure
 - Validating Scope
 - Controlling Scope



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- Project Time Management
 - The Importance of Project Schedules
 - Planning Schedule Management
 - Defining Activities
 - Sequencing Activities
 - Estimating Activity Resources
 - Estimating Activity Durations
 - Developing the Schedule
 - Controlling the Schedule

- Project Cost Management
 - The Importance of Project Cost Management
 - Basic Principles of Cost Management
 - Planning Cost Management
 - Estimating Costs
 - Determining the Budget
 - Controlling Costs

- Project Quality Management
 - The Importance of Project Quality Management
 - Planning Quality Management
 - Performing Quality Assurance
 - Controlling Quality
 - Tools and Techniques for Quality Control
 - Modern Quality Management

- Project Human Resource Management
 - The Importance of Human Resource Management
 - Keys to Managing People
 - Developing the Human Resource Plan
 - Acquiring the Project Team
 - Developing the Project Team
 - Managing the Project Team

- Project Communications Management
 - The Importance of Project Communications Management
 - Keys to Good Communications
 - Planning Communications Management
 - Managing Communications
 - Controlling Communications
 - Information Distribution



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- Performance Reporting
- Suggestions for Improving Communications
- Project Risk Management
 - The Importance of Project Risk Management
 - Planning Risk Management
 - Identifying Risks
 - Performing Qualitative Risk Analysis
 - Performing Quantitative Risk Analysis
 - Planning Risk Responses
 - Controlling Risks
- Project Procurement Management
 - The Importance of Project Procurement Management
 - Planning Procurement Management
 - Conducting Procurements
 - Controlling Procurements
 - Closing Procurements
- Project Stakeholder Management
 - The Importance of Project Stakeholder Management
 - Identifying Stakeholders
 - Planning Stakeholder Management
 - Managing Stakeholder Engagement
 - Controlling Stakeholder Engagement

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