



Fundamentals of IT Project Management Workshop Content - (3IPM_v1.0)

The objective of this workshop is to provide participants with theoretical and practical knowledge to successfully plan and implement IT projects. The *1 Project Management Institutes (PMI®) *2 Project Management Body of Knowledge (PMBOK®) does not focus on IT projects and this workshop will offer an IT life cycle which is more aligned to IT projects than the generic life cycle as per the PMBOK®. This workshop covers the essential building blocks required for successful IT project management.

This workshop provides the "how to" of requirements management, scope management, time management, cost management, risk management and human resource management from initiation through to an agreed baseline for the project. The workshop includes interactive case studies and exercises to ensure that participants learn the practical application of the PMBOK® theory.

The workshop will cover the following topics:

Introduction to the PMBOK® and Project Management

The language and characteristics of project management
Project life cycles (PMI and IT)
History of the PMI® and the PMBOK®
Understanding business benefits
Project choice through prioritisation
Benefits of standard project management process
Benefits of the PMBOK® and the coveted PMP® certification

The nine knowledge areas of the PMBOK®

Integration management – processes and activities needed to identify, define, combine, unify and coordinate the various processes and project management activities within the five process groups.

Scope management – processes required to ensure that the project includes all the work required, and only the work required, to complete the project successfully.

Time management – processes required to accomplish timely completion of the project.

Cost management – processes involved in planning, estimating, budgeting and controlling costs so that the project can be completed within the approved budget.

Quality management – processes include all the activities of the performing organisation that determine quality policies, objectives and responsibilities so that the project will satisfy the needs for which it was undertaken.

Human Resource management – processes required to organise and manage the project team.

Communications management – processes required to ensure timely and appropriate generation, collection, distribution, storage, retrieval and ultimate disposition of project information.

Risk management – processes concerned with conducting risk management planning, identification, analysis, responses and monitoring of the risks throughout the project.

Procurement management – processes to purchase or acquire the products, services or results needed from outside the project team to perform the work.

The IT project life cycle

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Concept – Fits under the initiation phase in the PMBOK®. This phase identifies, analyses the feasibility, defines and authorises the project.

Requirements – Fits under the initiation phase in the PMBOK®. This phase encompasses the management of the identification, analysis, prioritisation and documentation of the stakeholders' requirements for the project.

Planning – Fits under the planning phase in the PMBOK®. This phase follows a process to identify and estimate all the controlling measures and components of work which will make up the sum of the project.

Design – Fits under the implementation phase in the PMBOK®. This phase encompasses the management of the identification and development the proposed design/s to meet the requirements of the project.

Construction – Fits under the implementation phase in the PMBOK®. This phase encompasses the management of the building of the agreed proposed design.

Delivery – Fits under the implementation phase in the PMBOK®. This phase encompasses the management of the implementation of the completed product into the clients' operational environment.

Close out – Fits under the close out phase in the PMBOK®. This phase encompasses the management of the close out procedures the project.

Maintain – Fits under the close out phase in the PMBOK®. This phase encompasses the management of the defects and warrantee period the implemented product in conjunction with the operational group.

Learning Method

Participants participate in numerous practical activities and exercises to ensure a sound understanding and application of the core concepts and terminologies. The facilitator & the participants take joint responsibility for learning.

Special Features

This workshop can be facilitated using your own project as a case study, therefore utilising best practice project management practices, tools and techniques to kick off your project.

An interactive technique (Nominal Group Technique - NGT) is used at the beginning of each day to compile a prioritised lessons learned list of the knowledge, tools and techniques viewed by the class to provide maximum return in the workplace. This has proven to be a very useful input into various organisations' project management capability development programs.

*1 PMI® is a service and trademark of the Project Management Institute, Inc

*2 PMBOK® is a service and trademark of the Project Management Institute, Inc

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