



## Project Management for IT Professionals

### Course Description

This one-day course in project management is perfect for people who are looking to get IT projects on track and find tools that can make an immediate impact. The course includes detailed training in the most crucial elements of project initiating and planning, as well as great survey of the other project management processes, tools and techniques. The course is specifically designed to include references, examples and exercises for project leads and team members working on IT projects.

### Course Objectives

Upon the completion of this course, students will be able to:

- Define and describe the project Initiating, Planning, Executing, Monitoring and Controlling, and closing as they relate to IT projects.
- Identify IT project stakeholders.
- Develop a Charter, Scope Statement, and a WBS for an IT project.
- Effectively identify IT project high level requirements.
- Create and manage IT project communications management worksheets

### Course Outline

#### Introduction to Project Management

- Definitions
- Project Constraints
- Introduction to Rita's Process Chart

#### Initiating

- Stakeholders and Their Requirements
- Project Objectives
- Project Charter
- Preliminary Scope and Requirements

#### Planning

- Planning Overview
- Project Charter and Scope Statement
- WBS (Work Breakdown Structure) and WBS Dictionary
- Network Diagram and the Critical Path Method
- Estimating
- Communications Planning
- Risk Management Planning
- Other Management Plans

#### Project Execution and Control

- Overall Focus of Execution and Control
- What the PM Does While the Work is Being Done
- What Will Be a Challenge to Implement

#### Closing

- Work to be Done During Closing

### Duration & Units:

1 Day, 6 PDUs/Contact Hours

### Level of Knowledge



### Audience:

This course is designed for experienced Project Managers and Business Analysts, Management and Program Managers to include references, examples and exercises for project leads and team members working on IT projects.

### Course Benefits:

- Develop the tools and techniques needed to manage IT Projects
- Learn to communicate more effectively on an IT Project
- Identify and manage stakeholders and expectations

### Course at-a-Glance:

- 1 Day, 6 PDUs/Contact Hours
- 9 am to 4 pm

### Other Recommended Courses:

- Creating a Winning Work Breakdown Structure
- Dealing with Unrealistic Project Schedules
- Tricks of the Trade® for Negotiation
- Quality Management on Projects: A Step by Step Guide

continued...

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Instructor-Led  
Virtual



### Course Materials

Students will receive the following materials with the course attendance:

- Project Management for IT Professionals Workbook

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