



## Managing Technology Projects

### Course Overview

Technology projects come in a variety of forms, from product development, to software development, and integration management. Along with the need to use a specific development approach, there is also the need to apply the discipline of project management. This three-day course is intended to provide a broad overview of the concepts and practices used to effectively manage technology projects in today's fast-paced IT environment. It covers the basic concepts of the five project management processes, and integrates them with the prototypical development life cycle. Participants will gain an understanding of how the project management processes are used during the phases of a project to produce a plan that will deliver an IT project on time, within budget, and within scope. Through the use of case studies, practical exercises, class discussions, and lectures, participants will have the opportunity to directly apply these best practices.

### Key Outcomes

Upon completion of this course, participants will be able to:

- » Define the phases and deliverables of the project life cycle
- » Define the phases and deliverables of the development life cycle
- » Define the elements of an effective project charter
- » Create the elements for effective team building
- » Apply a variety of tools in developing a project plan
- » Develop an effective requirements document
- » Build an effective Work Breakdown Structure
- » Define and use the different types of estimates
- » Learn how to identify, quantify, and manage risk
- » Develop, monitor and control schedules
- » Describe the importance of a project closeout process

### Course Outline

#### The Project Management Environment

- » Define a project
- » Describe the difference between a project and a program

#### At-a-Glance:

**Course Length:**

3 days

**Course Number & Level:**

150.MTP3 – Introductory

**Professional Development Units**

(PDUs): 21

**Continuing Education Units (CEUs):**

2.1

**PMBOK® Guide Knowledge Areas****Covered:**

- » Project Integration Management
- » Project Scope Management
- » Project Cost Management
- » Project Time Management
- » Project Risk Management
- » Project Human Resources Management

**Tracks:**

- » IT Project Manager

- » Describe the difference between a project and an operation
- » Define the project management life cycle process
- » Describe the purpose of project management
- » Perform a stakeholder analysis

### **Kicking off the Project**

- » Identify essential elements for project initiation
- » Develop and use an effective project charter
- » Conduct a stakeholder analysis
- » Develop a team charter
- » Recognize the elements of a project workbook

### **Defining the Project Scope**

- » Define product scope
- » Define project scope
- » Identify the elements of the triple constraint
- » Identify the hierarchy of requirements and their characteristics
- » Develop a project scope statement

### **Developing the Work Breakdown Structure**

- » Develop an effective WBS
- » Identify the characteristics of the work package

### **Defining Estimates for Project Activities**

- » Identify the difference between cost estimating and cost budgeting
- » Define the different types of estimates
- » Differentiate among the effort, duration, and calendar times of projects

### **Developing the Project Schedule**

- » Define project schedule and its value
- » Demonstrate an understanding of schedule terminology
- » Identify the major uses of schedule views
- » Construct a precedence diagram method (PDM) network diagram
- » Identify critical path(s)

### **Understanding Project Risk**

- » Identify the three components of risk

- » Identify the six steps of the risk management process
- » Identify approaches to risk monitoring and control

### **Managing Change**

- » Identify components of a project baseline
- » Define the elements of configuration management
- » Identify elements of change control
- » Determine strategies for handling change requests

### **Managing and Controlling Outcomes**

- » Discuss the technical and human resource aspects of monitoring and controlling
- » Identify the decision-making process
- » Recognize the reasons for conflict on projects
- » Determine the appropriate method of conflict resolution

### **Closing the Project**

- » Identify closeout activities
- » Describe the benefits of a closeout process