

IT PROJECT MANAGEMENT

Seminar 114

Seminar Overview

Designed by seasoned project managers for project managers, this 3-day seminar steps through the full life cycle of information technology (IT) project management. Targeted for serious IT project managers who need to handle tough projects, this seminar covers the basics of project management, including requirements writing, work breakdown structures, and planning techniques, then introduces phase/gate reviews, work packages, risks and other advanced topics. Learn to develop strong cross-functional teams, create solid project scope statements, handle changes and scope-creep, and keep your senior management support. This seminar incorporates:

- Modern Adult Learning Theory
- Muda-Free Zone^{TM2} Technology
- PMBOK[©] Guide¹ Aligned
- Developed by PMP¹s & AMA³-Certified Trainers

Who Should Attend

This seminar is intended for project managers running medium-to-large scale and cross-functional projects. Functional managers, line managers, and architects who work as group leaders on projects and are responsible for developing parts of projects or sub-projects should also attend.

| Project Team | Management | Disciplines |
|------------------------------|------------------------------|--------------------|
| Advanced Project Managers | Senior Managers | Technical |
| ✓ Project Managers | Business Analysts | Non-Technical |
| ✓ Architects & Group Leaders | PMO/Project Specialists | Pharma/Biomed |
| Developers and Staff | ✓ Functional & Line Managers | ✓ IT |

What's Covered

- Project models and frameworks
- How to write IT project requirements
- Building the project team in project and matrix environments
- Techniques for developing Muda-FreeTM estimates for both time and money
- The Work Breakdown Structure (WBS), including Work Packages and project phases
- Gantt Charts, precedence diagrams and Critical Path Methodology (CPM)
- Use CPM to balance resources across project and functional responsibilities
- Project change management
- Prototyping and piloting to achieve stakeholder buy-in
- How to handle project risk and change management to prevent scope creep

Your Benefits

- Distinguish achievable goals from un-achievable goals
- Develop a project scope that generates buy-in from senior managers and stakeholders
- Get your projects done on-time, every time.
- Work with functional managers to balance resources across the organization
- Create a successful plan — even with difficult projects
- Handle changes throughout the full project life-cycle
- Do things right — the first time
- Build and maintain senior management support
- Build a Muda-Free ZoneTM project plan
- Develop strong project teams, both inside your department and across departments
- Successfully handle 3rd party vendors

SEMINAR SYLLABUS

Day 1

1. Foundation for Success

The first module focuses on establishing a solid foundation for project management and the seminar. We establish a common language, identify common and specific problems facing project managers, and review project frameworks.

- Project quality defined
- Identify specific issues plaguing IT project management in your environment
- Establish a common language
- Muda-Free Zone™ technology

2. Define Project Scope and Requirements

Project scope definition is probably the least understood area within the common project management frameworks. In this second module, we examine successful techniques for developing a solid project scope.

- Align your projects with organizational objectives
- Writing IT requirements
- Ensure client and stakeholder buy-in and agreement
- Including infrastructure requirements
- Build quality into your project — creating a Muda-Free Zone™

3. Develop the Project Work Plan

Once the project scope is developed and agreed-upon, the project manager works with their team to develop the project work plan. Here, we examine the work breakdown structure, work packages, and project phases.

- Build a Work Breakdown Structure (WBS) that creates a Muda-Free Zone™
- Prototyping and piloting
- Employ a Work Package Dictionary to build quality into your project
- Successful work package ingredients in an IT environment
- Identify project Phases to ensure senior management support

Day 2

4. Identify and Build your Project Team

The project team must be cohesive and productive. Learn how to develop and maintain a solid project team even in a matrix environment.

- Handling projects in a matrix environment
- Align the right skills for the project's activities
- Identify and handle conflict
- Managing staff which doesn't report to you
- Get your team working together — fast!

SYLLABUS (CONTINUED)

5. The Precedence Diagram and the Critical Path

The project precedence diagram and critical path provide the project manager with the tools they need to handle changes, focus the right resources, and handling high-risk issues easily and proactively.

- Establish the flow of project work
- Create the precedence diagram and identify the Critical Path
- Using the critical path to ensure success and Muda-Free Zone™ execution

Day 3

6. How to Estimate Work

Estimating does not need to be guess-work. Learn the secrets to successful task estimating.

- The keys to good estimating
- Estimating software development
- Confirming 3rd party vendor estimates
- Early estimating techniques

7. Communicating the Project and the Project Management Plan

Once your project plan has been developed, learn to communicate the plan to generate buy-in and acceptance.

- Determine what needs to be communicated, and to whom
- Charting, graphics, and other communication formats
- Communicating with clients
- Communicating with senior managers
- Communicating with other stakeholders

8. Project Execution and Control

Simple, yet effective project control helps the project manager know where to spend their time to ensure success without losing sleep. Learn the techniques for successful project execution and control.

- Types of project control methods
- Successful systems integration techniques
- Building quality into the project
- Identifying problems before they become problems
- Project status meetings
- Project change management — preventing scope creep
- Ensuring client acceptance

9. How to Close a Project

Probably the highest return on investment in project management today, the project closure, including lessons learned helps ensure success for your next projects. Learn the techniques for handling lessons learned as well as administrative and stakeholder closure for your projects.

- Conducting a lesson's learned session
- Administrative closure
- Incorporating lessons learned into your next projects

Seminar Logistics and Pricing

Prior to your seminar, Ally will conduct a phone Training Assessment Meeting (TAM). This meeting will review the seminar content to ensure you get the most out of your training experience. Ally can adjust seminar content and materials to meet specific needs, usually at no extra cost.

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|--|----------------------------|
| Duration: 3 Days | Prerequisites: None |
| Max Attendees: 20 | PDUs: 18 |
| <p>All Ally seminar fees include travel for the seminar leader inside the continental US, attendee's seminar materials, TAM, and most customizing. Client is responsible for room, chairs and tables; snacks; audio/video equipment; flip-chart stands and pads as required. Allibus corporation is not a PMI registered provider, however this seminar is eligible for PDU's. Enter your PDU's under category 4. Ally will provide proper documentation upon successful seminar completion.</p> | |

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