Project Management for Information Systems

This 3-day, highly interactive workshop is designed to give participants a solid foundation in the concepts, tools and techniques of formal project management. While introductory in nature, this course is extremely comprehensive, covering the five key process groups and 38 core competencies associated with effective and efficient project management practice. Participants not only acquire technique-based proficiencies, but also explore and practice essential people skills and teamwork. The concepts and methods learned are immediately usable in the workplace, leading to a greater retention of newly acquired skills, measurable project improvements, and the achievement of desired project results.

Course Objectives:

- Build a Work Breakdown Structure (WBS).
- Use a network diagram to display a Project Evaluation and Review Technique (PERT) chart.
- Use the Critical Path Method (CPM) in the network diagram to ensure the correct project duration.
- Estimate and schedule project tasks.
- Apply resources to a project plan.
- Explore different personality types and learn how they affect project management.

Audience: Those who want to understand basic project management skills and concepts**.**

Prerequisites: None.

Number of Days: 3 days

1 Introduction
- Workshop Logistics
- Workshop Materials
- Workshop Objectives
- Workshop Contents
- PMBOK Guide

2 Property Management Concepts
- Project Management in the Enterprise Environment
- Programs
- Portfolios
- Project Management Offices (PMOs)
- Project Management Activities
- The Project Management Process
- Project Phases
- Project Life Cycle
- What Defines a Successful Project?
- The Project Participants
- The Stakeholders
- The Project Environment

3 The People Side of Project Management
- Understanding people
- Learn the use style models
- Flexing your style
- Understanding differences
- Communicating

4 Initiating the Project
- The components of the plan
- Introduction to the case study
- The project charter
- The work plan
- The control plans
- The functions of a good project plan

5 Planning the Project
- The components of the plan
- Introduction to the case study
- The project charter
- The work plan
- The control plans

The functions of a good project plan
6 Decomposition Using a Work Breakdown Structure
Defining the work to be done
Creating the WBS — demonstration of technique
The Work Package
The Activity List
Methods of subdivision
Uses of the WBS
7 Estimating
Estimating accuracy
Estimating concepts and methods
Task-based estimation
Effort, productivity factors, influence factors
8 Sequencing and Scheduling
Schedule concepts and methods
Network diagrams
Precedence logic
Estimate duration
Create a network diagram — demonstration of technique PERT/CPM
Allocation of resources
Gantt charts/histograms
9 Organizing and Acquiring Staff
Human Resource Planning
Acquire the Project Team
Responsibility Assignment
Constraints
Resource Histograms
Develop the Project Team
Team Website
10 Control Plans
Planning for Control
Quality Planning
Communications Management Plan
Developing the Plan
Change Control
Reasons for Change
11 Risk Management
Evaluation of risk
Identification, assessment, quantification, and contingency planning
Risk consequences and contingencies
A technique for planning for risk
Cost/benefit/risk considerations
12 Executing the Project
Project Execution
Guideline for Executing a Project Phase
Project Kickoff
Work Results
Tracking Progress via Status
Pitfalls of Project Execution
13 Monitoring and Controlling the Project
Project Control
Prerequisites for Effective Monitoring and Control
Performance Reports
Current State Report
Trend Report
Trend Analysis
Questions to Ask Yourself
Taking Corrective Action
Monitoring and Controlling Project Risks
Tracking and Logging Changes
14 Closing the Project
Closing
Administrative Closure Activities
Lessons Learned
Close Out Report
15 Summary and Conclusion
Critical Success Factors
Project Management Functions
16 System Development Life Cycle
Purpose of an SDLC
Interaction of Project Management with Phases
Spiral Life Cycle
The Basic Stages
Requirements
Systems Design
Technical Design
Conversation
Evaluation
Rapid Prototyping Cycle