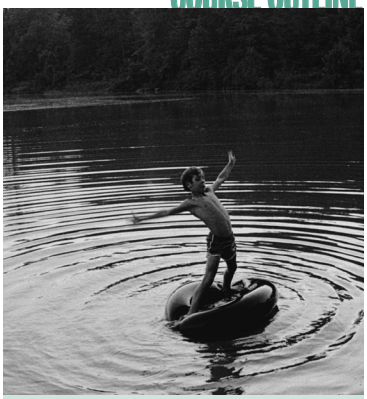
Sys·tem·a·tion®

COURSE OUTLINE



Project Management for Information Systems

This 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.

DURATION:
Traditional - 3 days.
Virtual - 24 hours.

CAPACITY: 20 people.

WHO SHOULD ATTEND: those who want to understand basic project management skills and concepts.

PREREQUISITES: none.

PDUs: 24 credits.

FEATURES

- Our facilitators bring real-world experience to every workshop.
- Participants will be led, not lectured, through a combination of presentations and hands-on exercises.
- Our workshops provide an experiential environment where participants can take risks and make adjustments based on their results before approaching large projects.
- Our workshop is consistent with the Project Management Institute's *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*.

DISCOVER HOW TO

- 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.

COMPETENCIES

Initiation
Cost Budgeting
Procurement
Staff Acquisition
Scope Planning
Quality Planning
Quality Control
Schedule Control
Scope Definition
Solicitation
Quality Assurance
Cost Control
Activity Definition
Cost Estimating
Team Development
Source Selection
Activity Sequencing
Resource Planning
Change Control
Risk Identification
Risk Analysis
Solicitation Planning
Scope Verification
Procurement Close-Out
Schedule Development
Performance Reporting
Organizational Planning
Project Plan Execution
Scope Change Control
Risk Response Planning
Procurement Administration
Administrative Closure
Information Distribution
Risk Monitoring and Control
Communications Planning
Risk Management Planning
Project Plan Development
Activity Duration Estimating

PM KNOWLEDGE AREAS

Integration Management
Scope Management
Time Management
Cost Management
Quality Management
Human Resource Management
Communications Management
Risk Management
Procurement Management

OUTLINE SUMMARY

An Overview of Project Management

- The characteristics of a project.
- Project management processes.
- Project success and failure.
- Critical success factors and components.
- The effective project manager — skills and characteristics.
- Roles and responsibilities.
- The time, cost, and scope target.

The People Side of Project Management

- Understanding people.
- Learn the use style models.
- Flexing your style.
- Understanding differences.
- Communicating.

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.

Work Breakdown Structure (Work Plans)

- 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.

Estimating

- Estimating accuracy.
- Estimating concepts and methods.
- Task-based estimation.
- Effort, productivity factors, influence factors.

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.

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.

Project Control

- Measurement, evaluation, and quality control.
- Prerequisites to effective control.
- Key indicators.
- Change management and control.
- Progress reporting.

Project Completion

- Management of project completion.
- Post implementation.

Sys·tem·a'·tion®

Get to the Heart of the Matter.®

16748 E. Smoky Hill Rd. 9C, Suite 330 Centennial CO, 80015
Tel 800-747-9783 Fax 303-756-2211 www.systemation.com