

“IT Project management” Training program (English Material)

Course Length: 12 Hours @ 4 days

Participants will gain a thorough background in the concepts of planning and scheduling of the Information Technology (IT) projects. This 12 hours course leads you be able to understand, create and track an IT project plan using the three basic elements of project management: schedule, resources, and costs, in addition to, produce the project budget, cash-out flow and how-does-when resource assignment using the MS-project. Also, participants will be able to tune the project to fit with its budget and finish date constraint.

The course will also enable you to take full advantage of driving resources, resource curves, resource profiles/tables and resource leveling.

Learning Outcomes:

- Create a project with activities and resources
- Calculate a schedule
- Analyze resource/cost data in projects
- Determine resource allocation through leveling
- Monitoring and controlling the project life
- Team roles and project manager duties
- Strategic management

Course Outline

What is the project?

Definition of the project manager

PM is a single point of contact and his/her value

Project constraints (triangle constraints)

Standard project documentation

Project phases (initiating to closing)

- Initiating (site visit to contract signing)
- Planning > Project brief
- Executing
- Controlling
- Closing

Project brief contents

- List of the project’s customers and Objectives

- Scheduling the resources required
- Ways of improving confidence and containing risk
- Monitoring and controlling live project
- Roles in project management

Scheduling and planning (PM scheduling)

Definition of:

- Activity
- Relationship + lags
- PERT chart
- Floats
- Critical path
- Gantt chart
- Activity types
- WBS

Scheduling recommendation (PM cost management)

Planning

- Resource unit (MH, MD ..etc)
- Allocation of resources
- Resource calendars
- Project budget sheet
- Cash-flow (in and out)

Preparation in proposal phase

Cost Budget vs. Cost Estimate

Monitoring and controlling

- % completion, ETC, EAC and variance
- Measuring the planned activities and the unplanned activities

Contingency plan (PM risk management)

Resource pool

Project team roles

Project manager duties

Strategic management

Project closure

Assessing your ability

- 32 questions to assess your ability as a project manager

Case study