Asia Masters Center

IT Project Management Planning And Scheduling

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➡ Course Objective

- ➢ Learn how to use a step-by-step, phase based approach for successful projects
- ➢ Complete multiple project tasks on time
- ➢ Improve estimation of project costs, resources, and time
- ➢ Improve your overall project management tracking
- ➢ Manage the scope change that often occurs in projects through special methods, tools, and techniques
- ➢ Assess and improve your current project management system, both the process and software used
- ➢ Effectively initiate, plan, execute, control, and close out projects
- ➢ Apply or customize the UW framework for project management to your organizational needs
- ➢ Understand the roles and responsibilities of any successful project manager and review the Project Management Institute (PMI®) Project Management Body of Knowledge (PMBOK® Guide)
- ➢ Immediately apply project management principles back at work

➡ Target Audience

- ➢ New and experienced project managers; program managers; project team leaders who initiate, plan, and manage projects; project team members who are interested in enhancing their careers by preparing to become certified PMPs.

➡️ <u>Course Outline</u>

- ➢ **Day 1**
- ➢ INTRODUCTION
- ➢ Why Organizations do Projects? The Drivers!
- ➢ The Project Constraints – Scope, Time, Cost, Quality, Risk and Benefits
- ➢ An organized approach to Project Management
- ➢ Projects, Operations, Programs and Portfolios
- ➢ The role of a Project Manager
- ➢ The Project Management Office
- ➢ The Project Stakeholders
- ➢ Characteristics of the Project Life Cycle
- ➢ Manage by Exception
- ➢ The Project Environment and Tailoring
- ➢ Using Lessons, Knowledgebase, Experts, Templates and Processes

- ➢ **Day 2**
- ➢ INITIATING
- ➢ The Business Case
- ➢ Determine the Project Team
- ➢ Create a Project Charter
- ➢ Develop the Project Scope Statement
- ➢ Base project on templates and best practices
- ➢ Initiating best practices and checklists

➢ **Day 3**
➢ PLANNING
➢ Determining and entering project phases, milestones, deliverables and tasks
➢ Understanding, choosing and entering dependencies and deadlines
➢ Determining human and material resources and costs
➢ Assigning and fine tuning resources within their availability
➢ Optimize and present the plan to stakeholders for approval
➢ Life Cycle Costing
➢ Concepts on Cost
➢ Developing Project Budget
➢ Developing the Project Quality Plan
➢ Developing the Communication Management Plan
➢ Developing the Risk Management Plan / Risk Register
➢ Selecting the Contract Type
➢ The Vendor Selection Process
➢ Planning best practices and checklists
➢ Baseline the schedule
➢
➢ **Day 4**
➢ EXECUTING
➢ Team Building and Motivation
➢ Leadership Styles
➢ Conflict Management
➢ Solving Team Problems
➢ Tracking strategies and updating schedule
➢ Taking corrective actions to bring project back on track
➢ Analyzing and revising the schedule
➢ Status reporting
➢ Executing best practices and checklists

- **Day 5**
- MONITORING AND CONTROLLING
- The Monitoring and Controlling Loop
- Managing Changes
- Managing Corrective and Preventive Actions
- Measuring and Reporting Performance
- Project Reporting
- The Seven Basic Tools of Quality
- Quality Control Measurements
- Performance Appraisals
- Status Review Meetings
- Project reporting strategies
- Progress reporting using reports and views
- Forecasting efforts, dates and costs
- Maintain and control baseline
- Monitoring and controlling best practices and checklists

Asia Masters Center

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➡️ The Cost Of The Training Program Includes The Following:

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Price (USD)
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