**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.

**Course Outline**

* **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
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