

## Planning and Controlling IT Projects

**Target Audience:** IT Project Managers, Business Analysts and Developers who have not received any formal project management training or who want to implement best practice approaches in their solution delivery. If your organisation has a standard Project Methodology for IS/IT projects, this will be referred to during the course.

### Key Learning Outcomes

- Ensure technology projects are aligned with strategic and operational business goals.
  - Learn how to plan and schedule your project using best practice methods.
  - Use tools and techniques to control your project throughout the project life cycle.
  - Improve your ability to manage the project team, the broader project stakeholders and difficult people on the project.
- Build your confidence in delivering IT solutions successfully and professionally.

### Course Delivery

- ✓ Theory: Latest best practice
- ✓ Team discussions
- ✓ Self Assessment
- ✓ Individual and group exercises
- ✓ Relevant project case studies
- ✓ Technique application practice
- ✓ Personal action planning

## Course Outline

### DAY 1

#### Fundamentals of Successful IT Project Management

- What Distinguishes and IT Project ?
- Aligning the IT Project with Business Projects and Business Strategy
- The Role of the IT Project Manager
- The Project Management Life Cycle and Systems Development Life Cycle (SDLC)
- IT Project Methodologies
- Learning from IT Project Failures

#### Project Planning

- The Project Business Case
- Establishing Project Scope and Objectives
- Structuring the Project Team and Assigning Responsibilities

#### Project Activity Scheduling

- Work Breakdown Structure
- Network Diagrams
- Finding the Critical Path

### DAY 2

#### Project Budgeting and Cost Management

#### Project Control

- Risks and Issues Management
- Scope Change Control
- Managing Multiple Projects
- Project Status Reporting

#### The Softer Side of Project Management

- Managing Stakeholder Expectations
- Keeping the Team Motivated
- Managing Resistance to Change
- Project Review - Lessons Learnt

#### Improving Project Processes

- The Project Management Capability Maturity Model
- Using Metrics and Benchmarking on IT Projects for Process Improvement
- Summary of Project Management Best Practices
- Personal Action Planning

**Pre-Course Work:** Completion of Pre-Course Questionnaire

**Course Material:** Includes facilitator's slides, exercise worksheets, background reading/articles and recommended books

**Ideal Number of Participants:** 9

**Maximum:** 12

**Minimum:** 4