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PHOENIX TS

Project Management for the IT Professionals Training

This 4-day, instructor-led training course teaches students to successfully manage IT projects.

Course Overview

This 4-day, instructor-led training course is ideal for current project managers and project team members. This training provides students with an understanding of:

- IT Project Management skills
- Roles and responsibilities
- Context and process groups
- Controlling costs
- Managing scope
- Effective time management
- Integration management

Course Objectives

- Define and explain the importance of managing risks and managing knowledge
- Learn the evolution of project management along with the key people and events
- Identify the role of today's IT project manager
- Identify the goals of IT project management: deliverables, standards, documentation
- Name and define the stages and importance of the project lifecycle
- Understand the purpose, objectives, activities, roles, inputs and outputs of the Project Planning Phase
- Understand the purpose, objectives, activities, roles, inputs and outputs of the Analysis and Design Phases
- Understand the purpose, objectives, activities, roles, inputs and outputs of the Construction Phase
- Understand the purpose, objectives, activities, roles, inputs and outputs of the Test Planning and Preparation Phase



- Understand the purpose, objectives, activities, roles, inputs and outputs of the Roll-out Planning and Implementation Phase
- Learn various project management methodologies and the best implementation of each

Course Outline

Initiating the Project

- Defining projects
- Defining the Project Management Lifecycle
- Gathering project information
- Identifying project needs

Planning the Project

- How to form a plan
- Establishing project priority
- Creating an approach
- Introducing Agile methodologies

Working with Management

- Defining the organizational structure
- Presenting the project to management
- Defining management's role
- Inventing a project kickoff
- Creating management alliances

Managing the Project Scope

- Creating the project scope
- Defining the work breakdown structure
- Gaining stakeholder approval

Creating the Budget

- Budget basics



- Implementing bottom-up cost estimates
- Using top-down estimating
- Budget at completion
- Zero-based budgeting
- Determining project expenses
- Tracking budgetary expenses

Building the Project Plan

- Building the project plans
- Management plan

Organizing a Project Team

- Assessing internal skills
- Creating a team
- Serving as project coordinator
- Working with a project stakeholder
- Managing team issues
- Using external resources

Managing a Team

- Leading the team
- Establishing the project authority
- Mechanics of leading a team
- Team meetings
- Maintaining team leadership
- Working toward project completion
- Motivating the team

Implementing the Project Plan

- Reviewing assignments with the project team
- Focusing on the work
- Hosting a project status meeting
- Tracking progress
- Tracking financial obligations



Revising the Project Plan

- Defining the need for revision
- Establishing change control
- Implementing project changes
- Holding issue management meetings
- Delaying a project

Enforcing Quality

- Defining quality
- Quality of deliverables
- Process quality
- Quality management as a process
- Ensuring quality throughout the project
- Creating a strategy for quality

Completing the Project

- Completing final tasks
- Conducting project postmortem
- Obtaining final sign-off
- Application development acceptance agreement
- Post-project audit
- Creating the final report

Starting at \$1,790

ATTENTION

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Included in this **Project Management for the IT Professionals Training**

- 4 days instructor-led training
- Project Management for the IT Professionals Training training book
- Notepad, pen and highlighter
- Variety of bagels, fruits, doughnuts and cereal available at the start of class*
- Tea, coffee and soda available throughout the day*
- Freshly baked cookies every afternoon*