301-258-8200 | Sales@PhoenixTS.com | www.PhoenixTS.com

View Full Course Details including Latest Schedule Online

PHOENIX TS

Project Management for the IT Professionals Training

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

BONUS! Cyber Phoenix Subscription Included: All Phoenix TS students receive complimentary ninety (90) day access to the Cyber Phoenix learning platform, which hosts hundreds of expert asynchronous training courses in Cybersecurity, IT, Soft Skills, and Management and more!

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

Schedule

Currently, there are no public classes scheduled. Please contact a Phoenix TS Training Consultant to discuss hosting a private class at 301-258-8200.

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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

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Phoenix TS is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints re-garding registered sponsors may be submitted to the National Registry of CPE Sponsors through its web site: www.nasbaregistry.org

Starting at **$1,695**

ATTENTION

For GSA pricing or Contractor quotes call 301-258-8200 – Option 2.

GSA

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Price Match Guarantee

We'll match any competitor's price quote. Call us at 240-667-7757.

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*