MANAGING TECHNOLOGY PROJECTS

How to manage complex IT projects successfully

Course Description

This 4 – 5 day course teaches participants how to elicit, characterize, document, analyze, verify and manage requirements for new projects, products, and services.

This course is a geared around Technical projects, using basic project management concepts, tools and techniques and takes attendees through the project lifecycle in the same sequence they would face when managing a real project in the workplace. During the class attendees will be introduced to the essentials of technical project management with focus on managing complex requirements, limited resources found in many organizations.

This course applies tools and methodologies to organizations that want to promote project management concepts, thinking and techniques within their organizations. The methodology is drawn primarily from the PMBOK® (Project Management Body of Knowledge) but also includes industry best practices. The course also includes topics on using Microsoft Project as a project management tool.

Course	Target Audience	Days
Managing Technology Projects *How manage complex IT projects successfully*	IT project managers, team members, senior management	4 – 5 days

Learning Objectives

- Responding to new and emerging requests and requirements
- Meeting high technical and quality standards
- Managing diverse stakeholder agendas

Who should to take this course?

IT project managers, team leads, team members, senior management who want to effectively plan and lead projects especially in a technical or complex environment.

Pre-Requisites

Real-world experience in project management either as a manager or a project team member will be beneficial. A working knowledge of MS Project and Microsoft Windows is also helpful.

Tools and Templates

Course participants receive a course manual and CD with tools and templates for gathering, recording, and managing requirements.

Course Outline

Managing Technology Projects

- Initiating Technical Projects
- Writing Technical Specifications for Customer Satisfaction
- Establishing High-level Technical Designs
- Assessing and Mitigating Risks in Technical Projects
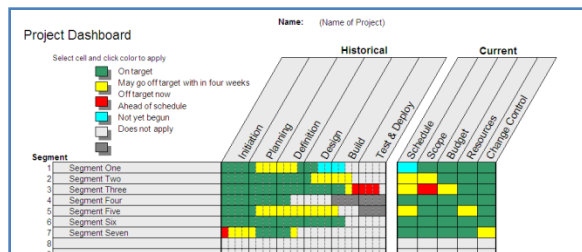- Planning Details for Manageability

Creating Budgets for Technical Projects

Using Microsoft Project Effectively to Manage and Track Technical Projects

- Creating Technical Project Plans
- Common pitfalls of MS Project
- Creating milestones for technical customer deliverables
- Creating task relationships, using lag & lead times
- Understanding the task database fields and how to utilize them in a project

Forming an Effective Technical Project Team

- Estimating Resources
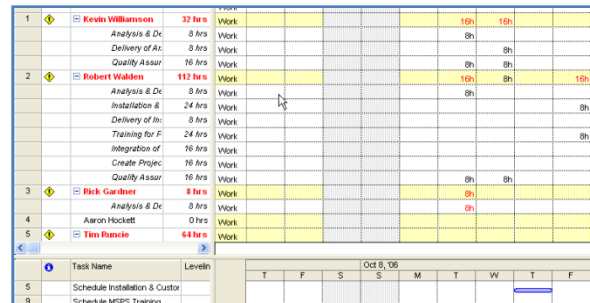- Creating and Utilizing Resource Pools

Managing Technical Projects for Results

- MBD© Management by Decision-making
- Milestone Completion
- Monitoring the Critical Path
- Monitoring Resources

Using the Critical Path Method

- Identifying & monitoring the Critical Path
- Critical Path Reporting

- Tools and Techniques to optimize the Critical Path

Running Effective Team Meetings

- Making decisions as a team – quickly, effectively and with maximum buy in
- Using management dashboards
- Building and Controlling Filters, Tables, Details and Groups
- Creating Custom Views Utilizing Filters Tables, Details and Groups
- Understanding MS Project Scheduling Methodologies
- Understanding and Utilizing Effort Driven Scheduling

Change Management for Technical Projects

- Responding to Changes in Customer Requirements
- Negotiating changes in scope, resources and timelines
- Identifying change impacts
- Dealing with conflict within the team and with vendors and customers

Advanced MS Project Components

- MS Project Planning Techniques
- Developing Master Project Plans

Testing, Installation and Maintenance Phases of Technical Projects

- Building an Adoption Plan
- Building a Training Plan