

Project Management Principles for IT Professionals

Course Description

With your IT experience, you want to successfully manage and deploy an IT project. In this course, you will acquire the necessary skills to plan and implement IT projects that will positively impact your organization.

Course Objective

You will initiate a project, develop a project charter, create a scope statement, create management plans, develop a Statement of Work, create a project schedule, manage project relationships, implement a project, and close a project.

Target Student

The target student is an IT professional who wants to gain the skills and knowledge required to successfully manage and deploy an IT project. This course will also prepare students for the CompTIA Project+ certification exam. Passing the exam is equivalent to possessing the knowledge and problem-solving skills of an individual with practical IT and project management experience of 2,000 hours.

Prerequisites

Basic PC skills and experience with Microsoft Office and Microsoft Project.

Delivery Method

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Course Objectives

Upon successful completion of this course, students will be able to:

- Initiate a project.
- Create a scope statement.
- Plan project strategy.
- Create the project budget and schedule.
- Manage project relationships.
- Implement the project.
- Close the project.

Course Content

Lesson 1: Initiating a Project

Topic 1A: Project Life Cycle

Topic 1B: Create a Project Concept Definition Statement

Topic 1C: Determine Feasibility

Topic 1D: Create a Project Charter



Lesson 2: Creating a Scope Statement

Topic 2A: Determine Risk Impact
Topic 2B: Determine Stakeholder Needs
Topic 2C: Identify Resources
Topic 2D: Estimate Cost
Topic 2E: Estimate Time
Topic 2F: Create a Scope Statement

Lesson 3: Planning Project Strategy

Topic 3A: Plan for Project Control
Topic 3B: Create a Communications Plan
Topic 3C: Create a Risk Management Plan
Topic 3D: Create a Quality Management Plan
Topic 3E: Create a Closeout Plan
Topic 3F: Analyze Requirements
Topic 3G: Create a Statement of Work

Lesson 4: Creating the Project Budget and Schedule

Topic 4A: Create the Work Breakdown Structure
Topic 4B: Create a Budget
Topic 4C: Create the Project Schedule

Lesson 5: Managing Relationships

Topic 5A: Manage Communication
Topic 5B: Manage Stakeholders
Topic 5C: Manage the Project Team
Topic 5D: Manage External Relationships

Lesson 6: Implementing the Project

Topic 6A: Manage the Schedule
Topic 6B: Manage the Budget
Topic 6C: Manage Quality
Topic 6D: Manage Change
Topic 6E: Manage Risks and Issues

Lesson 7: Closing the Project

Topic 7A: Deliver the Final Product
Topic 7B: Conduct a Debriefing
Topic 7C: Create the Project Closure Report
Topic 7D: Manage Administrative Closure

Appendix A: Confidence in Estimating

Appendix B: Estimating Techniques Flow Chart

Appendix C: Time Estimates Flow Chart

Appendix D: CompTIA Project+ Exam Objectives

