



IT157-4D

Information Systems-Project Management

Training Description:

Information technology (IT) projects are organizational investments. When an organization builds or implements a new IT-based product, service, or solution, it commits time, money, and resources to the project with an expectation of receiving something of value in return. Just as an investor considers the expected return and risk of a financial opportunity, an organization must weigh the expected costs, benefits, and risks of a project in order to make an effective business decision. It is up to the project manager and project team to deliver that value to the organization.

Projects play an important role in organizations and can have a major impact. Business strategy supports the vision and mission of an organization's current or desired markets, products, and services. While an organization must have an effective business strategy to be successful, projects are the planned organizational changes or means for achieving a chosen strategy.

IT projects enable the integration of technology in new products, services, or processes that can change existing relationships between an organization and its customers or suppliers, as well as among the people within the organization.

This intensive training course is designed to provide participants a detailed and up-to-date overview of introduction to IT project management. It covers the principles, tools and techniques of project management; the benefits of project management when introducing change; the state of IT project management; the project concept including its life cycle, body of knowledge, process and learning cycles; organizational value and business case; project stakeholders and communication.

Training Objectives:

By the end of the training, participants will be able to:

- ✓ Apply and gain a comprehensive knowledge on IT project management
- ✓ Gain an appreciation of the principles, tools and techniques of project management
- ✓ Establish the importance of people in the delivery of projects
- ✓ Realize the benefits of project management when introducing change
- ✓ Discuss project management and explain the project concept
- ✓ Measure organizational value and the business case
- ✓ Plan and organize in a professional manner
- ✓ Illustrate the work breakdown structure, the schedule and budget of project planning
- ✓ Identify risk management, manage project stakeholders and communication as well as project quality
- ✓ Implement, monitor and control of project management
- ✓ Define change management as well implement project closure and review

Training Designed for:

This course provides an overview of all significant aspects and considerations of information systems-project management for computer system analyst.

Training Program:

DAY ONE:

- ❖ PRE-TEST
- ❖ Introduction
- ❖ Overview of Project Management
 - Introduction
 - What is a Project?
 - What is Project Management?
 - The State of IT Project Management
- ❖ Project Concept
 - Introduction
 - The Project Life Cycle
 - The Project Management Body of Knowledge (PMBOK®)
 - Project Processes
 - PRINCE2®
 - The Systems Development Life Cycle (SDLC)
 - Learning cycles & Lessons Learned
- ❖ Measurable Organizational Value & the Business Case
 - Introduction
 - Measurable Organizational Value (MOV)
 - The Business Case
 - Project Selection & Approval
- ❖ Planning & Organizing
 - Introduction
 - Project Governance
 - The Project Team
 - The Organization & Project Planning
 - Procuring External Project Resources
 - The Project Environment
 - The Project Charter

DAY TWO:

- ❖ Project Planning: Scope & the Work Breakdown Structure
 - Introduction
 - The Triple Constraint
 - Defining & Managing Project Scope
 - Validate Scope
 - Control Scope
 - The Work Breakdown Structure (WBS)
 - Project Estimation
- ❖ Recap
- ❖ Project Planning: The Schedule and Budget
 - Introduction



- Developing the Project Schedule
- Project Management Software Tools
- Developing the Project Budget
- The Baseline Plan
- The Kick-off Meeting
- ❖ **Risk Management**
 - Introduction
 - Create a Risk Plan
 - Identify Risks
 - Analyze Risk
 - Develop Risk Strategies
 - Monitor & Control Risk
 - Respond & Evaluate Response to Risk
- ❖ **Managing Project Stakeholders & Communication**
 - Introduction
 - Stakeholder Analysis
 - Monitoring & Controlling the Project
 - The Project Communications Plan
 - Project Metrics
 - Reporting Performance & Progress
 - Information Distribution

DAY THREE:

- ❖ **Managing Project Quality**
 - Introduction
 - Quality Philosophies
 - Process Capability and Maturity
 - The Project Quality Management Plan
- ❖ **Teams**
 - Introduction
 - Project Leadership
 - Ethics & Leadership
 - Teams & Leadership
 - Multicultural Projects
- ❖ **Simulator (Hands-on Practical Sessions)**
 - Practical sessions will be organized during the course for participants to practice the theory learnt. Participants will be provided with an opportunity to carryout various exercises using “MS Project” and “Risky Project Software”
- ❖ **Implementation, Monitoring & Control**
 - Introduction
 - Initiator Project Work
 - Implementation of Project Plan
 - Monitoring Project Program



- Determining Project Program
- Control Cost
- Control Teams
- Control Other Resources
- Managing Variance

DAY FOUR:

- ❖ **Change Management**
 - Introduction
 - The Nature of Change
 - The Change Management Plan
 - Dealing with Resistance & Conflict
- ❖ **Project Closure and Review**
 - Introduction
 - Product Release or System Implementation
 - Project Closure
 - Project Evaluation & Review
- ❖ **Review & Wrap-up Session**
- ❖ **Course Conclusion**
- ❖ **POST-TEST and EVALUATION**

Training Requirement:

“Hand’s on practical sessions, equipment and software will be applied during the course if required and as per the client’s request”.

Practical sessions will be organized during the course for participants to practice the theory learnt. Participants will be provided with an opportunity to carryout various exercises using “MS Project” and “Risky Project Software”.

Please note that the above topics can be amended as per client’s learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

Internationally recognized certificate(s) will be issued to each participant who completed the course.



Training Fees:

As per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:30	Recess (Prayer Break & Lunch)
13:30 - 15:00	Last Session

For training registrations or in-house enquiries, please contact:

Aisha Relative: aisha@cmc-me.com

Tel.: +971 2 665 3945 or +971 2 643 6653 | Mob.: +971 52 2954615

Training & Career Development Department