GMTDC
Business Training & Consultation

PMIT: Project Management for IT & Business Analysts
Seminar Outline

►Overview:

Good project management is an important part of general business management; however, for information technology projects, it is critical. IT projects typically are more complex and have greater impact on business processes. Timelines are tighter and user/business needs are more dynamic. Effective IT project management is essential to meet these challenges and make the most efficient use of scarce resources.

IT project management represents the core set of skills needed for Requirements Planning and Management for the Business Analyst.

►Objectives:

Project Management for IT & Business Analysts seminar aim is to learn how to:

- Recognize and eliminate common causes for IT project failures
- Understand how the project management life cycle supports and integrates with your system development methodology
- Apply tools to effectively and thoroughly plan systems and requirements gathering projects
- Effectively define and assign roles and responsibilities throughout the requirements, development and project life cycle
- Master the project management skills essential for leading your IT and user project teams
- Perform mid-stream evaluation to decide whether project funding should continue
- Monitor and communicate project progress
- Apply tools and concepts to mitigate project and product risks
- Link project management to organizational strategy
- Present a methodology for achieving project success
- Provide tips for establishing a Program Management Office
- Identify and correct the most common "big ticket" project management problems for software development/IT projects.
- Employ proven practices that speed product development/IT implementations.
- Improve vendor/contractor relationships.

►Possible Attendance:

This seminar is recommended for:

- Business Analysis Manager
- Business or Technical Analyst
- Operations Manager
- Development Manager
- IT or Development Manager
- Systems Analyst or Manager
- Project Manager

- Requirements Engineer

►Structure:

18 hours to be carried out over 3 days including presentation, workshop, valuable supporting documents, soft & hard templates for Project Management for IT & Business Analysts.

►Contents:

This seminar presents the principles and techniques of Project Management for IT & Business Analysts.

It covers:

- Establishing A Framework for IT Project Management
  - The project management methodology
  - Business outcomes vs. IT project results
  - Scrum and Critical Chain practices
  - Establishing a project management office (PMO)
  - The Business Analyst's roles in project management
  - How requirements development impacts the project life cycle
  - Linking project life cycle to IT development methodologies
- Planning Projects
  - Project launch and scope definition
  - Requirements definition
  - Requirements management
  - Work breakdown structure (WBS)
  - T-Charts, network diagramming, critical path technique
  - Resource allocation
  - Putting the plan together: cost, schedule, scope
  - Communications planning
  - Risk management planning
  - Project team planning
- Executing And Controlling Projects
  - Progress tracking and mid-stream audits
  - Project team development
  - Integrated change control (Scope, schedule, cost, quality)
  - Risk monitoring
- Closing Projects
  - Confirming project completion
  - Verifying business requirements are met
  - Archiving project information
  - Celebrating results
  - Transition to production/operations

Throughout the seminar there will be opportunities for questions, and where appropriate, case studies will be discussed.