

Course Name:	IT Project Management – From Theory to Actual Practice
Duration:	1 Day
Medium of Instruction:	Cantonese (with handout in English)
Award of Certificate:	Certificate of Attendance

Nature and Objectives:

IT Projects are often subject to schedule delay, over budget, poor quality and even total failure. Poor project planning and management is definitely one of the main causes. This course equips participants with the essential skills to define, plan, organise, monitor and control IT projects of various sizes and natures. Based on fundamental theories, the course focuses on practical experiences. Case studies, workshops and experience sharing will be used to demonstrate the ways in which the theories are implemented.

Who Should Attend:

IT Managers, Project Managers, Project Leaders, Team Leaders, System Analysts and anyone who are involved in IT project planning, management and execution.

Course Outline:

Fundamentals

Projects & Project Life Cycle

- Project Initiation; Needs and Requirements Definition; Tools Selection & Managing Risks; Project Charter.
- Project Organization
- Types of Project Organization; Staffing Plan & Team Structure; Members Roles.
- Project Planning
- Work Breakdown Structure; Cost Estimating & Scheduling; Resources Allocation.
- Project Execution
- Team Assembly & Motivation Factors; Progress Control; Change Management & Evaluation.
- Project Closeout
- Project Termination; Pre-Mature Termination; Project Review; Contract Closeout.

Project Management Suite

Integration Management

- Project Definition;
- Constraints & Assumptions;
- Stakeholders;
- Organization Policies and Procedures;
- Management by Objectives;
- Project Life Cycle & Plan;
- Progress Reporting;
- Change Control;
- Project Documentation;
- Customer Satisfaction.
- Scope Management
- Human Resources Management
- Communication Management
- Risk Management
- Procurement Management

- Professional Ethics & Responsibility
- **Cost and Time Control**
- Needs & Requirements
 - Requirements Review; What Is Cost and Time Control? Why Cost & Time Control? Work Breakdown Structure; Resource Allocation & Estimating; Resource/ Responsibility Matrix; Productivity and Availability; Estimates; Pert.
- Timing
 - Network Scheduling; Forward & Backward Passes; Critical Path; Lag And Leads; Hammock Activities; Crashing And Fast Tracking; Resources Loading; Milestones.
- Baselines
 - Why Baseline? Cost Baseline; Time And Trade-off; Cost/ Time Slope; Baseline Review
- Change Management
- Evaluation & Forecasting
- Exit Strategy
- Quality Management**
- Quality Management
 - Definition Quality; Total Quality Management; Quality and Project Environment; Cost of Quality; Benefits of Quality.
- Quality Planning
 - Quality Standards & Plan; Quality Team Organization; Roles and Responsibilities of Quality Team
- Quality Assurance
 - Definition of Quality Measurement; Baseline Management; Project Evaluation; Quality Audits; Configuration Management.
- Quality Control
 - Quality Control Tools; Application of Quality Tools in a Project; Collecting Measurement Data
- Process Improvement
 - Metrics and Assessment; Variation; Continuous Improvement; Identifying Quality Initiatives; Creating a Quality Organization.