

Project Management for IT (for Project+ Certification)

Description	This course examines the project manager's role in an organization. It is designed to teach how to get a job done on time, within budget, and without compromising quality targets. This course assists the user in their preparations for the Project+ certification examination offered by CompTIA and the Certified Associate in Project Management (CAPM) offered by the Project Management Institute. The book covers many of the topics required by the CompTIA Project+ examination, including the organization's expectations; organization structures and professionalism; management concepts; leadership, teams, and project lifecycle; project planning, objectives, statement of work, and the work breakdown structure; time management; introduction to Microsoft Project; project cost management; cost estimating and learning curves; project communications; quality planning, assurance, and control; and risk management.
Length	3 days – 21 PDUs (no Project+ preparation and no MS Project training) 5 days – 35 PDUs (Project+ preparation and basic MS Project included) <i>Custom option available to incorporate samples of your personal project plans, and use Microsoft Project. Call for pricing.</i>
Prerequisites	None
Materials Included	<ul style="list-style-type: none"> • Project+ Manual • Workbook materials • Sample Project+ Exam from Transcender • Sample templates for use in your organization
Who Should Take This Course	IT Professionals who wish to enhance their knowledge in order to better manage projects.
Rate	3 day – \$1,295 / person 5 day – \$1695 / person Custom – will vary based on content--call for pricing Additional discounts available for on-site classes or for multiple attendees



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Objectives

By the end of class, students will be able to:

- Understand unique conditions related to IT projects, and best practices for addressing them
- Understand common terms and definitions related to Project Management
- Be prepared to take the Project+ exam
- Have a basic understanding of common templates, such as a Project Charter, Scope/Requirements Statement, Work Breakdown Structure, Schedule, Risk Register, and Issue Log.
- Have a basic understanding on how to use Microsoft Project as a tool to assist in Project scheduling

Topics We Cover

- Expectations surrounding performance in the IT industry
 - How project management can be used within organizations
 - Unique conditions affecting IT Professionals
- Introduction to terminology and standard methodologies
 - Discusses standard roles and stakeholders involved in projects
 - Provides an understanding of how the companies (and their systems, structures, and political forces) influence projects
- Introduction to Integrating Projects
 - Discusses how to properly gather requirements, and manage stakeholder expectation.
 - Discusses how to build accurate schedules, and track progress against schedules using baselines and proper change management.
- Introduction to procurement
 - Outlines standard cost categories, contracts, and payment structures
 - Explains best practices related to procurement
- Introduction to Human Resources and teams
 - Discusses how to form, guide, motivate, manage, and release teams
 - Demonstrates personality type testing, and provides a sample test available for use
- Introduction to Quality
 - Explains how to determine and build quality into the project
 - Explains auditing techniques
- Covers resources available
 - Provide summary of books, tools
 - Build a basic project within Microsoft Project, learning how to create tasks, work with Network Diagrams, assign duration and work to work packages, and build schedules that allow accurate tracking

