

Getting IT Done!

IT Project Survival 2 - Day Workshops

The Getting IT Done! **IT Project Survival** 2-Day Workshop will improve the participants understanding of the Project Management Life Cycle in an IT environment; describe our PMBOK-Based, Document-Driven Framework for reporting and management control, and demonstrate the tools and techniques needed to further ensure the success rate of your next IT Project.

Who: Designed for the IT Manager, Project Leader, or any member of an IT/IS Project Team.

Why: IT Projects are well known for having failure rates of more than 50%! In its latest IT research study entitled "Extreme Chaos", the Standish Group International reports that

- only 28% of IT Projects succeeded
- 49% completed, but with cost and schedule over-runs
- 23% of IT Projects were cancelled before completion, or never implemented.

There might be a little room for improvement...

What: Following the Principles, Processes, and Project Management Framework outlined in the Project Management Institute's Project Management Book of Knowledge, (PMBOK); this Workshop will give the participants the means and tools to successfully Initiate, Plan, Execute, Control, and Close an IT Project.

Where: Our **IT Project Survival** Workshops are designed for three to eight participants at your place of business or optionally at a local hotel conference room.

When: Scheduled on 2 consecutive days or 1 day per week for 2 consecutive weeks.

Workshop Scope

- Why IT Projects fail and how to ensure yours won't
- The Project Management Team & Types of Organizations
- The Project Triangle of Scope, Time and Money
- PMI's 9 Project Management Knowledge Areas
- The PM Life Cycle; 5 Process Groups and 44 Processes
- The "Getting IT Done!" Document-Driven Project Map
- Starting with the Project Charter; building the Project Case
- Project Selection Tools: BCR, ROI, IRR, NPV, Payback
- What are Scope, Schedule and Cost Baselines; the WBS, Milestones, Activity Lists, Cost Estimates, Statements of Work, Project Network Diagrams and Lessons Learned
- Importance of Scope, Schedule, Cost, Quality, Staffing, Communications, Procurement, Risk and Risk Response Management Plans & how to put it all together in Project Plan
- Executing the Plan, Controlling the Scope, Schedule and Cost
- Performance Reports and the Importance of Communication
- Earned Value Management, (EVM), and overview of Gantt Charts, CPM, ADM, PDM and more
- Closing the Project

Workshop Deliverables

- Comprehensive coverage of the Project Management Framework and our exclusive Document-Driven PM System
- Workshop Binder with Course Materials & Sample Documents
- IT Project Survival CD: Sample Documents, Templates & Tools
- Certificate of Workshop Completion. 13 PDU's for PMPs.

Brought to you by

IT Project Management – Cambridge, Ontario

- Certified Project Management Professionals focused on IT Infrastructure Design, Application Development, Implementation and Integration Projects.
- Gurus in Business Analysis, Process Mapping, and Re-Engineering. Skilled Change Management enablers.
- Dynamic Trainers and motivational Workshop Leaders, bringing the skills of Project Management to your IT staff.
- Members of the Project Management Institute and Canada's Technology Triangle Chapter; following the Principles and Framework of PMI's PMBOK; helping organizations achieve optimum IT Project Performance.

Our Approach to IT Project Management Consulting

Organizations are discovering that implementing changes to their increasingly complex distributed IT environment can lead to cost overruns, missed deadlines, and in many cases, disaster. In an era of IT fiscal restraints combined with rising IT/IS productivity expectations, organizations are increasingly dependant on finding the Critical Path to Project Management success. IT Project Management's mandate is to assist organizations in the Practical Application of the Project Management Framework. Through practical training workshops or on-site contract Project Management, our company can assist in mitigating the risk of project failures.

Getting IT Done!

IT Project Survival Workshop Schedule*

Workshop Day 1

8:30am – 10:00am
Workshop Introduction & Overview
Opening Discussions
Project Management Teams
Sponsors, Stakeholders

10:00am – 10:30am
Break

10:30am – 12:00pm
Types of Organizations
The Project Triangle
PMI's 9 Knowledge Areas
The Project Management Life Cycle

12:00pm – 1:00pm
Lunch

1:00pm – 2:30pm
5 Process Groups, 44 Processes
The Document-Driven Project Map
Creating the Project Charter
Project Selection & Initiating Tools

2:30pm – 3:00pm
Break

3:00pm – 4:30pm
Key Documents in the Project Map
Project Plan element definitions
Management Plans of the Project Plan

Workshop Day 2

8:30am – 10:00am
Quick review of the Project Map
Planning Tools & Techniques
Fast-Tracking into trouble
Producing the Project Plan

10:00am – 10:30am
Break

10:30am – 12:00pm
Executing the Project Plan
Controlling the Scope, Schedule & Cost
Technical change, changes everything
Documenting Changes and Approvals

12:00pm – 1:00pm
Lunch

1:00pm – 2:30pm
Communicating Performance Reports
Controlling Tools & Techniques
Earned Value Management

2:30pm – 3:00pm
Break

3:00pm – 4:30pm
And more Earned Value Management
Closing the Project
Documentation and Lessons Learned
Your Project's Insurance Policy
Workshop Closeout Processes

* Schedule can be adjusted to suit your regular office hours.

Comments from Past Clients

"Will definitely use the Project Management Templates. Sheds a lot of light on 'stuff' we should be doing, (but aren't). Well done, will be recommending to others."

"Clearly presented IT Project presentation with just the right amount of content."

"Peter, you moved us through a lot of material, in a short period of time, and now I feel like I get it! Thank you!"

"Really interesting workshop. If it wasn't for the comfortable setting, I might have complained about the workload – just kidding Peter!"

Have Questions about this Workshop?

Contact IT Project Management: Tel: (519) 241-2510.

Email: Info@ITProjectManagement.ca

Getting IT Done! Workshop Speaker

- Peter Baker BA, PMP. Managing Director of IT Project Management, Cambridge, ON
- With over 20 Years of Project Management and IT/IS Department Managerial experience, along with a dynamic "Let's get it done" attitude, Mr. Baker delivers professional content, exemplified by real examples, and presented with a touch of humour.
- Certified as a Project Management Professional, (PMP), Mr. Baker is an advocate of the Project Management Institute's methodology and framework for Project Management.
- IT Project Management provides consulting services and project management workshops.

Workshop Presented by



www.gettingITdone.ca