



## 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) <sup>®</sup> 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 contact hours (no Project+ preparation and no MS Project training) 5 days – 35 contact hours (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"> <li>• Project+ Manual</li> <li>• Workbook materials</li> <li>• Sample Project+ Exam from Transcender</li> <li>• Sample templates for use in your organization</li> </ul>
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, 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

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