

# Project Management for IT Professionals – Day 1

**Duration:** 1 Day

## Course Overview:

This is day one of our three-day project management course. This course serves as a primer on the basics of project management with a focus on the needs of the IT professional. Students are first introduced to project management theory and the tools and techniques used to establish a firm foundation for a project. Students then learn how to create project plans, choose the most appropriate scheduling method, select and organize a team to perform project tasks, monitor and control ongoing project performance, and close the project upon completion. Students will learn to minimize risk throughout the project, using contingency planning. This course utilizes Microsoft Project 2003 as it follows a sample IT project from conception and planning to close-out and producing the final reports. Students will be allowed time in class to start work on their own projects. Day 1 focuses on the initiation and planning phases: defining the project, the project calendar and the individual tasks to be completed.

## Students Learn:

- The steps in each phase of the Project Life Cycle and the various roles of the Project Manager
- How to set up for and define a successful project
- Various ways to display data with MS Project, including using charts and diagrams
- How to create a project from scratch or from Project templates
- How to create the Project Plan (determine what individual tasks must be done)
- How to create Project Schedules (determine task duration and create detail tasks)

**Who Should Attend:** Project leaders or project team members who plan to use Microsoft Project software.

This course covers most of the prerequisites for someone wishing to take the IT Project+ course and attain the CompTIA certification for IT Project+.

**Prerequisites:** Windows 2000 or XP Introduction or equivalent knowledge.

## Course Outline:

### The Project Management Life Cycle

What is a Project?  
What Makes Project Management Different?  
The Project Management Life Cycle  
The Role of the Project Manager

### Setting Up for Success

The Meaning of Success  
What Happens in the Initiation Phase?  
Project Definition and Scope  
Putting Together a Statement of Work  
The Project Charter

### Getting Started with Project

Opening and Scrolling through Projects  
Exploring Menus and Toolbars  
Setting Options  
Getting Help

### Working with Project Views

Using the View Bar to View Gantt Charts, Network  
Diagrams, Task Usage, Resource Sheets & Task Forms  
Filtering, Sorting and Grouping Views

### Creating Projects

Creating Projects from Templates  
Creating Projects from Scratch  
Entering Summary Information  
Setting Up Project Calendars  
Saving New Projects

### Project Plans

The Work Breakdown Structure (WBS)  
Work Package Sequencing

### The Project Schedule

The Scheduling Process  
Time Estimates

### Working with Tasks

Creating Task Lists  
Entering Task Durations  
Creating Milestones  
Importing Task Lists

### Outlining Task Lists

Outlining Tasks  
Collapsing and Expanding Outlines  
Using WBS Codes