

# Project Management for IT Professionals – Day 2

**Duration:** 1 Day

## Course Overview:

Project Management for IT Professionals – Day 2 continues the planning phase of project management from day one and then proceeds on to project implementation. The student works on the details of the project, fleshing out the schedule with time estimates, budget figures, and resource assignments. Day 2 answers the questions: How long will it take? Who is going to do it? How much will it cost? Students will learn to use the software to create and adjust estimates regarding time, costs, and resources, and how to deal with over-budget costs and over allocated resources. Students will also consider how to select their project team members and how to build them into a team. Day 2 continues with the sample IT project started in Day 1.

## Students Learn To:

- Work with task relationships—the sequences of events and creating simultaneous or parallel tasks
- Use constraints and deadlines to “lock in” or restrict task dates
- Define resources—the people and equipment that will accomplish project tasks
- Create calendars that define the work day and working time for project resources
- Create a budget based on resource costs and fixed costs
- Identify the organization and people skills needed to build a successful team
- Make adjustments to time, resources, and costs

**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:** Day 1 of this three day course.

## Course Outline:

### Assigning Task Relationships

Describing Task Dependencies  
Linking Tasks  
Adding Lead and Lag Times  
Creating Recurring Tasks

### Using Constraints and Deadlines

Describing Constraints  
Setting Constraint Options  
Applying Constraints  
Using Task Calendars  
Setting Deadline Dates

### The Project Budget

What Is a Budget?  
Creating a Preliminary Budget  
Budget and Schedule Balancing

### Working with Resources

Creating Resource Lists  
Using Base Calendars  
Describing How Project Schedules  
Working with Assignments  
Describing Resource Pools

### Working with Costs

Assigning Costs to Resources  
Assigning Fixed Costs to Tasks  
Viewing Total Project Costs

### The Project Team

The Teamwork Challenge  
Selecting Team Members  
The Team Charter

### Evaluating & Adjusting Time Factors

Identifying Slack  
Adjusting the Critical Path  
Decreasing Task Duration

### Evaluating and Adjusting Resources

Identifying Over-allocated Resources  
Resolving Resource Over-allocation  
Modifying Resources Calendars

### Evaluating and Adjusting Costs

Displaying Costs  
Reducing Costs  
Managing Cash Flow