



Proactive Professional Project
Management Services
SBU of VINSYS



Essentials of Project Management in IT Projects (Information Technology)



Vinsys IT Services (I) Pvt. Ltd.

Corporate Office :

1st Floor, Butte Patil Complex, Paud Phata, Kothrud, Pune - 411 038. Maharashtra, India.

Tel: + 91-20- 25458159 / 60 | Fax - +91-20-66032090 | www.vinsys.in

Branch Offices :

●Pune ●Hyderabad ●Bengaluru ●Noida



Introduction:

Project Management is equally important for managing large as well as small projects. In fact, PM skills and techniques can be utilized partially or wholly, in almost all the processes within the operational framework as well.

Thinking and behaving in “Project” way certainly makes a difference which adds to the predictability of an Endeavor. What is important is visualizing the tasks, communicating to the team, and escalating the matter at a right time – to the right person and getting the things done by constantly maintaining the motivation of the team. Client site Project Manager also needs to manage vendors as well as co-ordination between the client and the implementation team.

The skills associated with defining and managing a project can be learned. Understanding and practicing the concepts taught in this class increases the likelihood of success on the project.

Learning Objectives:

- Understand the importance and contribution of using appropriate project management knowledge, skills, tools, and techniques.
- Define various parameters of the project.
- Systematically explore and refresh the ways of managing scope, cost, communication, and risk in the project.
- Identify and demonstrate the key parameters for managing the team
- Understand the following PM tools and techniques: Project Charter, Scope Statement, WBS, Responsibility Matrix, Planning, Scheduling, Network Building, Bar/Gantt Chart, and Scheduling.
- Provide insights into participants areas of PM knowledge and interpersonal skills and strength and gaps based on participants PM environment
- Demonstrate a clear understanding of what activities, tools, & techniques, are necessary in each phase of a project.

Process Groups:

Initiating, Planning, Executing, Monitoring & Controlling, Closing.

Knowledge Areas:

Time, Scope, Cost, HR, Quality, Risk, Procurement, Communication, Integration.



Who should attend :

We recommend that participants have project management background or at least have worked in project environment with at least 3.5 to 4 years of experience.

Duration- 5 Days

Day-1:

Project Management context & IT Projects:

- IT Systems development life-cycle
 - ◆ Understand the phases that a typical IT system goes through.
- Development process models
 - ◆ Review different process models including waterfall, incremental, iterative and agile models.
- What is project management?
 - ◆ Learn what is involved in managing projects
 - ◆ Project Management processes, process groups, knowledge areas
- Overview of IT Project Management
 - ◆ Definition and characteristics of IT project management
 - ◆ Common reasons why IT projects fail
 - ◆ Critical factors for IT project success
 - ◆ The IT project life cycle

Day 2:

Initiating IT projects:

- Selecting and funding IT projects
 - ◆ Some Project selection methods
 - ◆ The purpose and content of an IT business case
 - ◆ Developing a project charter
 - ◆ Identify key project stakeholders
- Collect , document and finalize Requirements
 - ◆ Developing a requirements management plan



- ◆ Using different methods for gathering requirements
- ◆ Distinguish between functional and non-functional requirements
- ◆ Analyze requirements, document
- ◆ Get the requirements approved by the stakeholders.
- ◆ Developing a requirements traceability methodology

Planning IT projects:

- Understanding Project Objectives
 - ◆ Understand various objectives of the project (scope, cost, time, and quality) and all the other aspects of the project that you need to plan to manage - like human resources, communications, risk, and procurement and how to integrate all of them.
 - ◆ Learn different approaches planning, including Product-Based breakdowns and Work Breakdowns.
 - ◆

Day 3:

- Estimation: Time and Effort overview
 - ◆ Learning different methods to estimate time and cost on IT projects. A very brief overview of FPA, COCOMO principles.
- Project Schedule development
 - ◆ Time planning processes:
 - ◆ Define activities
 - ◆ Sequence activities
 - ◆ Estimate resources
 - ◆ Estimate duration
 - ◆ Develop schedule
- Determine Project budget
 - ◆ Cost planning processes
 - ◆ Estimate costs
 - ◆ Determine budgets
- Project Quality Management
 - ◆ Quality planning processes
- Project HR management



- ◆ Human resource planning processes
- Project Communications management
 - ◆ Communication planning processes

Day 4:

- Risk planning processes
 - ◆ Risk management requires a structured approach to understand and manage overall project risks proactively.
- Procurement planning processes

Executing IT projects:

- Design Phase :
 - ◆ Typical content of the technical specification document
 - ◆ Design techniques used in developing the technical solution
- Construction Phase
 - ◆ Different ways of software development / maintenance
- Monitoring & Controlling IT projects:
 - ◆ Learn how to monitor progress and take appropriate corrective actions depending on the situation and the status of the project.
 - ◆ Control scope, schedule, cost, quality, risk, procurement
 - ◆

Day 5:

- Quality control
 - ◆ Learn the importance of different types of testing that need to be performed at different stages to ensure that the final system meets the expectations.
 - ◆ An overview of the V model
- Different stages of Software testing
 - ◆ Program / class testing
 - ◆ Integration testing
 - ◆ System testing
 - ◆ White box, black box
- Change Control
 - ◆ Learn to control changes that occur in a project especially when, say, the



customer requests a change in requirements.

- Delivery Phase
 - ◆ Major product/system conversion strategies
 - ◆ User acceptance testing
 - ◆ Alpha, beta testing
 - ◆ Understand the "go-live" transition responsibilities of the project manager
 - ◆ Develop scope verification and customer acceptance strategies

Closing IT projects:

- Have a formal closure meeting, document all the best practices followed in the project, mistakes made and the workarounds, for the benefit of other project managers in the organization.

Professional responsibility

- PMI code of ethics and professional responsibility.