



Getting IT Done! IT Project Essentials 1 Day Workshop

Brought to you by
IT Project Management Inc.

The **IT Project Essentials** 1-Day Workshop will improve your 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; a complete and comprehensive coverage of our **PMBOK-based Document-Driven PM Template System**. Refreshments and Lunch are provided.

Where: At your Corporate Office Meeting Room or a local Hotel Conference Room

Workshop Scope

- Why IT Projects fail and how to ensure yours won't
- Project Management Terms and Why Document the Project
- The Project Triangle of Scope, Time and Money
- 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 Closing the Project

Workshop Deliverables

- Comprehensive coverage of the Project Management Framework and our exclusive Document-Driven PM Templates System
- Workshop Binder with Course Materials & Sample Documents
- IT Project Essentials CD: Sample Documents, Templates & Tools
- Certificate of Workshop Completion. 7 PDU's for PMPs.

Brought to you by

IT Project Management Inc. – Cambridge, Ontario

- Certified Project Management Professionals focused on IT Infrastructure, Application Development, Implementation and Integration Projects; Gurus in Business Analysis, Process Mapping, and Systems-Process Re-Engineering.
- Dynamic Trainers and motivational Workshop Leaders, bringing the skills of Project Management to your IT staff.

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 IT Project Management Inc. can assist in mitigating the risk of project failures.

Helping organizations achieve optimum IT Project Performance.

IT Project Essentials Workshop Schedule

Workshop Morning Session

8:30am – 10:15am

Arrival & Registration
Workshop Introduction & Overview
Project Management Terms
Why Document your IT Project

10:15am – 10:30am

Break

10:30am – 12:00pm

The Project Triangle
The Project Management Life Cycle
The Document-Driven Project Map
And PMBOK-based Template System
Project Selection & Initiating Tools

12:00pm – 12:45pm

Lunch

Workshop Afternoon Session

12:45pm – 2:30pm

Key Documents in the Project Map
Creating the Project Charter
Planning Tools & Techniques
Project Plan Development

2:30pm – 2:45pm

Break

2:45pm – 4:30pm

Executing the Project Plan
Documenting Changes and Approvals
Controlling the Scope, Schedule & Cost
Earned Value Management
Closing the Project

4:30pm – 5:00pm

Workshop Closeout Processes

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 Inc.: Tel: (519) 241-2510.

Email: Info@ITProjectManagement.ca

Getting IT Done! Workshop Speaker

- Peter Baker BA, PMP, is the Managing Director of IT Project Management Inc., 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 Inc. provides contract PM consulting services and project management workshops.

Workshop Presented by

IT Project Management Inc.

Tel: 519 241-2510 www.ITProjectManagement.ca
Consulting and Training Services : Getting IT Done!

Workshop Investment:

Includes: **IT Project Essentials** 1-Day Workshop; Break Refreshments and Lunch; the Workshop Binder and the "Getting IT Done!" **IT Project Essentials** CD.

To Request a Corporate Workshop:

By telephone: (519) 241-2510.

By email: See the www.GettingITDone.ca web site.

Payment Details

Details of the Workshop can be provided to assist in generating a Company purchase order. A list of Attendees is required with the Purchase Order. An Invoice will be electronically submitted to your Company. Payment is required at least 14 days prior to the scheduled Workshop, (if at all possible).

Workshop Cancellation Policy

Companies cancelling up to 2 weeks before the scheduled Workshop will receive a refund less a \$25 administrative fee per registered attendee or a full credit towards a future Workshop. Due to the setup and planning costs of the Workshops, we are unable to issue refunds when cancellations occur within 2 weeks of the Workshop.

Bring an IT Project Essentials Workshop into your Shop

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

Starting from \$350* per Participant

Call or email for further information

(519) 241-2510

essentials@ITProjectManagement.ca

*Based on a classroom size of eight (8) participants. Appropriately sized meeting room, (in-house or local hotel conference room), must be provided by the participating company.