

Your employee is interested in learning new skills with AMA. Beyond helping you both achieve your goals, here's why that's an excellent idea.

## AMA Seminars offer your employee:

- **Extensive practice in a supportive environment.** You really can't learn new skills from an app. You need to experience it, practice it, and get personal attention to the details that make a difference. There is simply no substitute for learning by doing.
- **Feedback from experts.** Our instructors are not professors—they are practitioners in the field, focused on what works now in the real world. Participants agree instructors make a difference and have rated our faculty 4.83 out of 5 stars. What's more, your employee will be learning alongside peers from other organizations gaining insight and knowledge from other industries and expanding their professional network.
- **Tools and techniques designed to improve performance.** Our courses are instructionally designed to make a difference in performance, which is why 99% of participants report they are using what they learned back on the job after taking one of our courses.
- **An Experience.** Yes, we know two or three days seems like a lot. But dedicating that time to truly master new skills is worth the time and money. And we're not just saying that--our customers agree: 98% of participants would come back for another course.

Still feel like you can't spare your employee for a training session?  
Take a look at [our live online courses](#) which minimize time away from work.

Either way, remember that we don't lecture—we accelerate performance.

**Need help?** Contact 1-877-566-9441 or visit [www.amanet.org/6515](http://www.amanet.org/6515)

# Information Technology Project Management

## Master the skills needed for top-notch IT project management!

From planning, scheduling and controlling IS/IT projects...to managing critical interfaces with users and vendors...to balancing development needs with system maintenance...you'll find your IT project management solutions here!

In this course, discover how to optimize IT development and delivery processes so that you can bring information technology projects online more effectively, more quickly and on budget.

### How You Will Benefit

- Maintain control of your information technology projects with proven scheduling techniques
- Deliver quality systems on time
- Plan for the unexpected
- Budget more effectively
- Keep conflict at a minimum
- Expertly use PM software tools

### What You Will Cover

#### Overview of Essential Project Management Tools

- Project management framework and terminology—process groups and the nine knowledge areas of the PMBOK

#### Essentials for Leading Project Teams

- Making the transition from practitioner to project manager
- Six classic functions of management
- Leading in an IS/IT environment

#### Project Planning: Starting with Scope Management

- Creating the project charter
- Using the SMART model when writing objectives

#### Defining Project Activities

- Creating a customized WBS
- IS/IT WBS examples: Phase approach vs. requirements approach

#### Developing a Dynamic Project Schedule

- Determining the sequence of activities

## **Project Estimating Techniques**

- Five considerations when making estimates

## **Components of Project Planning**

- The planning process group
- Establishing project performance baselines

## **Information Technology Project Planning Methodologies**

- Identify different approaches to planning information technology projects: Systems development life cycle (SDLC) vs. rapid application development (RAD)

## **Monitoring and Controlling Projects**

- Status reports... project baselines...identifying variances
- Using earned value management (EVM) to evaluate project performance

## **Project Closure**

- Administrative closure vs. contractual closure
- Categorizing by project endings: integration...starvation...addition...or extinction

## **Who Should Attend**

Directors and managers of IT, project managers and team leaders, programmers/analysts, systems analysts, project office staff members.

## **Special Feature**

AMA Blended Learning combines instructor-led training with online pre- and post-seminar assessments, tune-up courses and other resources to maximize your training goals. Through a blend of proven instructor-led seminars and powerful online technology, AMA Blended Learning provides a compelling and more comprehensive experience for the learner—producing a greater return-on-investment for the employer and the seminar participant.

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