

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/4251](http://www.amanet.org/4251)

# Project Management for IT and Technical Professionals

## A best-selling seminar for managers and team members involved in IT and technical project management

In just 3 days, you'll understand the unique challenges of managing IT and technical projects and discover how applying project management methodology can give you a step-by-step approach to tackling your toughest challenges. You'll discuss the value of planning, scheduling and how to manage scope. Use tools and techniques to establish a sound estimating process. Find out how to keep projects on track and evaluate project performance. And participate in communications exercises to help successfully lead project teams.

### How You Will Benefit

- Apply WBS and network development
- Identify potential problems and solve them using troubleshooting techniques
- Track projects more effectively
- Create status reports that show top management where budgeting, scheduling and manpower trends are headed
- Cope with tight IT and technical project schedules

### 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
- Life cycles in a technical environment

#### Essentials for Leading Project Teams

- Leading in an IT or technical environment

#### Project Planning: Beginning with Scope Management

- Using the SMART model when writing objectives
- Creating the detailed scope statement

#### Defining Project Activities

- Creating a customized WBS
- IT and technical project WBS examples

## Developing a Dynamic Project Schedule

- Types of network diagrams
- Overview of critical path methodology

## Establishing a sound estimating process

- Five considerations when making estimates
- Consideration of risks when estimating—three-point estimates

## Components of Project Planning

- The planning process group
- Project performance baselines

## Technical Project Planning Methodologies

- Identify different approaches to planning IT and technical projects: rolling wave planning...stage gate process...critical chain project management
- Common construction project life cycle
- Common pharmaceutical project life cycle

## Monitoring and Controlling Projects

- Status reports... project baselines...identifying variances

## Project Closure

- Administrative closure vs. contractual closure

## Who Should Attend

R&D professionals, IT, analysts, developers, engineers, scientists, plant managers and anyone else who administers IT and technical projects.

## 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.

## Schedule

- [3] days - \$2,345 Non Members
- [3] days - \$2,095 AMA Members
- [3] days - \$1,984 GSA

## Credits

18 PDU /1.8 CEU/16 PDU\_T  
2 PDU\_L/18 PDP

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