DIGILEAF INC.
Leading Excellence Among Fellows

Applying Project Management in Technology-driven Initiatives

This training program shall provide a step-by-step guide in managing technology-driven projects from initiation to closing to improve likelihood of delivering projects successfully.

This program shall provide a comprehensive instruction on how to go through a PM Methodology, which is aligned with PMBOK and PRINCE2. Learners shall obtain a deeper perspective in managing projects, the advantages and demands of implementing a project management culture, and the benefits of advancing organizational project management maturity.

Duration 3 day(s)

Module 1 : Essentials of Project Management Topics

I.   Best Practices in Project Management
   a) Key Definitions
   b) The Project Lifecycle
   c) Product-oriented Lifecycle
   d) The Project Roadmap
II.   Project Initiation
   a) Project Scope Management
   b) Selecting a Project
   c) Project Selection Techniques
   d) Develop a Business Case
   e) Establish the Project Charter
   f) Project Manager Selection Criteria
III.   Project Planning
   a) Developing an Initial Project Plan
   b) Work Breakdown Structure
   c) Activity Definition
   d) Estimation Techniques
   e) Activity Sequencing
   f) Activity Duration Estimating
   g) Critical Path

Module 2: Managing Project Quality and Project Costing Topics

I.   Resource Management
   a) Identify Project Resources
   b) Quantify the Resource Required
   c) Constructing a Resource Schedule
II.   Financial Planning
   a) Principles of Cost Management
   b) Cost Management Processes
III.   Project Quality Planning
   a) Cost of Poor Quality as applied in IT Projects
   b) Quality Metrics
   c) Quality Standards used in IT Projects
   d) Writing Project Quality Plan
IV.   Project Change Management

Module 2: Managing Project Risks, Acceptance, and Communication Topics

I.   Project Risk Planning
   a) Risk Identification
   b) Risk Assessment
   c) Risk Quantification
   d) Risk Action Plan
II.   Project Acceptance Planning
   a) Project Acceptance Criteria
   b) Acceptance Management Process
   c) Acceptance Roles
   d) Acceptance Management documents
III.   Project Communications Planning
   a) Communications Requirements
   b) Communication Mechanisms
IV.   Project Execution, Monitoring and Controlling
   a) Project Management Information System
   b) Monitoring and Controlling Project Work, Scope, Schedule, Costs, and Quality
V.   Closing the Project