



Western Group (Thailand) Co., Ltd.

Western Group (Thailand),Ltd.
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Project Management

Length 5 days

Course Objective

The aim of this award is to provide a foundation for project managers to learn to apply and integrate the tools, techniques, knowledge and skills learnt to manage the constraints in projects to ensure stakeholders satisfaction and to prepare for the PMI Certification.

At the end of the course, candidates are able to demonstrate their competence in technical ability and interpersonal skills.

Course Conduct

A balanced mix of lecture, group discussions, and individual and team exercises are used to develop the skills necessary to define, plan, and monitor projects from launch through completion

Course Overview

The first 3-day is foundation course in I.T. project management. Concepts & principles taught and the skills that it aims to develop are based on a framework that is generally recognized as best practices in the project management field, as applied in an I.T. environment.

This course provides for case-study based exercises intended for students to have hands-on practice of carrying out I.T. project management activities from project initiation to completion, producing deliverables that are critical to successful projects.

The last 2-day is designed to provide the essential preparation needed to pass the PMP and CAPM exams. Rather than focusing on basic project management practices and skills, this course focuses on the Guide to Project Management Body of Knowledge (PMBOK), those specific areas covered in exam, and study and test-taking tips using PMI® terminology.

At the end of the course, trainees will learn how to:

- Justify and build a business case for I.T. project initiation
- Define I.T. project scope & objectives and stakeholders' expectations
- Define roles and responsibilities for I.T. project stakeholders
- Develop a Work Breakdown Structure (WBS) & create an effective project schedule
- Present project plans to achieve understanding and ensure buy-in
- Identify, analyze, quantify, mitigate and manage I.T. project risks
- Create I.T. project management plans for quality, communication, resources, and stakeholder management
- Manage I.T. project change through formal Change Control processes
- Close an I.T. project
- Focus on preparation to take the PMP or CAPM exams
- Become familiar with PMBOK terms, definitions and processes
- Master test-taking techniques
- Learn styles and types of questions found on the PMP or CAPM exams



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- Understand PMBOK's 9 Knowledge Areas, plus the area of Professional Responsibility

Course Outline:

- **Project Management Framework**

The reference framework is described in Project Management Institutes's (PMI) guide, entitled A Guide to the Project Management Body of Knowledge(PMBOK). Trainees are introduced to the framework- the key knowledge areas & project management processes- to provide a basic structure for understanding I.T. project management processes- to provide a basic structure for understanding I.T. project management, Common terms used in I.T project management differs from other project management, the various life cycles and how project management life cycles fit into I.T. project life cycles are discussed.

- **Project Initiation**

Trainees develop an understanding of how to build a business case to support the start of a new I.T. project; establish the project scope; write SMART (specific, measurable, achievable, results focused & time-bound) project objectives; identify & analyze stakeholder needs; identify high level constraints and assumptions; and build a communication plan.

- **Project Planning**

Trainees learn the steps to successful planning of I.T. projects, with hands-on practice exercises provided to develop a Work Breakdown Structure (WBS), make realistic activity duration estimates, construct I.T. project network diagrams, identify the project critical path and develop an effective project schedule.

Trainees also learn to identify, assess, quantify, and manage risks through mitigation strategies and contingency planning. In addition, trainees are taught formal Change Control processes and the importance of managing organizational change as part of the project life cycle.

- **Project Execution, Control & Closure**

Project controls should be planned into the project and not merely applied during project execution is emphasized here. The interaction between planning, execution and control is highlighted and trainees learn a structured approach to project control. And how to use earned value as a powerful tool for assessing & reporting current and predicted future conditions of an I.T. project.

Trainees are assigned an expectations scenario for analysis and are trained to identify the variety of expectations of all project stakeholders and the techniques for addressing expectations without losing focus on delivering project objectives.

Team development - a crucial process in I.T. project management - is highlighted with discussions on the goals & issues specific to I.T. project teams, the stages newly formed teams go through & its implication for the I.T. Project Manager and team building activities.

In project closure, trainees learn how to gain acceptance for deliverables and conclude projects on a positive note. Best practices of lessons learned & appropriate information archived is discussed

- **Focusing on PMP and CAPM Exam**
 - PMP and CAPM Exam Overview
 - PM Foundation



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- PM Knowledge Areas
- Project Integration Management
- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Quality Management
- Project Human Resource Management
- Project Communication Management
- Project Risk Management
- Project Procurement Management
- Professional Responsibility

Who should attend

This course is designed for those who are relatively new to I.T. project management or those who currently perform certain roles or have responsibilities in I.T. projects and seek to enhance their skills in this area. These may include Associate project managers, project managers, project coordinators, project analysts, project leaders, product managers, and program managers