



# IT Project Management for Business Users

This one day workshop is intended to provide the business user with:

- a clear understanding of the life cycle of an IT development project
- an introduction to the tools and techniques needed to keep that project on track
- better information with which to address their project responsibilities.

Partnership between user and developer is much improved by a better understanding of each other's roles thus facilitating the successful completion of IT projects.

## Objectives

- To provide a review of the IT project life cycle.
- To explain some of the tools and techniques in use.
- To better define the business user's role in an IT project.
- To help you form a partnership between development and the business.

## Benefits

- Improved communications ensuring everyone understands project status.
- Better understanding of the process of systems requirements definition.
- Identification and resolution of problems earlier in project life cycle resulting in lower costs, shorter time scales and systems which meet the requirements.

## Workshop format

Presentations are interspersed with in-class exercises. The course material comprises all overheads and course notes. Additional handouts are also included.

## Who should attend

- Business users who will be required to take part in IT projects.
- Business users who rely on external suppliers for their IT development.
- IT staff and business users involved in joint projects.

## Course content

The course will outline the requirements of project management in an IT environment paying special attention to those areas where the involvement of the business user or systems requestor is of paramount importance.

### Project Management.

- What is a project.
- What are the procedures and methodologies in use.

### Project Life Cycle.

- Project initiation and the role of the user.
- The development life cycle.
- Project completion.

### The Project Manager.

- The role of the Project Manager.
- Communications within the organisation and without.

### Project Planning and Control Tools.

- Planning, estimating and scheduling.
- Control Systems

## Preparatory work

No preparatory work is necessary. However, benefits will be maximised if you familiarise yourself with any project management procedures in use in your company.