

Who should attend (Audience)

Project Managers and other IT Professionals who are new to project management or need to strengthen their project management skill sets, project management knowledge, skills, and current tools.

Duration

3 Days

8 AM-4 PM Central Daily

Course skill level

✓ **Foundation**

- Intermediate
- Advanced

This course qualifies for

1.8 CEUs

17 NASBA CPEs

17 PMI PDUs

PMI Claim Code: 11546LBIXZ

Technology used during course

- AnyWare Classes use Zoom
- SkyTap Virtual Machines
- Google Docs
- Computing Sandbox

What is this course about?

This course focuses on the essential knowledge skills and techniques of entry level project managers, supporting the specific State of Tennessee KSAs and Job Skills. Through a media-enhanced, simulated case study, you learn how to successfully plan, manage and deliver projects using best practices in a 5- step process. You also learn how to implement project management processes, develop leadership skills and respond to real-world scenarios. At the end of the course, you receive a CD of Tennessee Business Solutions Methodology documents to use as references. (Please visit the TBSM website for the very latest information on documents and processes, as these are updated regularly.)

Recommended prerequisites

- None

Previous knowledge & experience needed

- None

Course Details

Chapter 1: Project Management Basics

- Project Management Overview
- UCS2 Hands-On Exercise 1 – Case Study

Chapter 2: Our Goal: Defining the Project

- Project Governance
- Project Objectives
- Project Justification & Initiation

Chapter 3: Our Plan: Identifying and Estimating the Work

- Stakeholder Analysis
- Work Breakdown Structure
- Project Estimates

Chapter 4: Our Plan: Scheduling and Budgeting the Work

- Network Diagrams
- Gantt Charts

Chapter 5: Our Plan: Building the Project Team

- Resource Planning
- Task Contracts
- Project Team Leadership

Chapter 6: Our Plan: Managing the Risks

- Risk Identification
- Risk Assessment
- Risk Response

Chapter 7: Our Plan: Baselineing the Plan

- Supporting Processes
- Project Plan Baseline

Chapter 8: Our Status: Executing the Project

- Monitoring Performance
- Analyzing Progress
- Correcting the Plan
- Communicating Status

Chapter 9: Closing the Project

- Lessons Learned
- Project Closure
- Course Action Plan

Chapter 10: Course Summary

Common Questions – Attendance Policy, Contacts

What is the Attendance Policy for IT Academy Classes?

IT Academy attendees are expected to adjust their work schedule to match the IT Academy class hours of 8:00am – 4:00pm. 100% attendance is expected in each IT Academy class. Missing time in class may result in the following:

- No Show=Employees who do not show up for class or arrive more than one (1) hour after the start of class will be advised to reschedule for the next available course.
- Incomplete=Employees missing a half day or more of class-any day of class-will be advised to reschedule for the next available course. Employees not available to sit for the post-test will be considered incomplete.

AnyWare Technical Support contact?

AnyWare@LearningTree.com, 1-877-653-8733

IT Academy Classroom Point of Contact?

Christopher Marsh, Christopher.marsh@tn.gov, 615-532-5517

How do I access the new My IT Academy Portal?

1. Log into Edison
2. ELM Learning Home Page
3. Quick Links
4. My IT Academy (last link under Quick Link)

For more FAQs visit the IT Academy AEM Site

<https://www.teamtn.gov/sts/sts-employee-engagement/itacademytn/it-academy-toolkit/faqs.html>