IT Project Management

2008-03-18

1 day seminar

by Uwe Gühl

IT Project Management Workshop

- When?
  Tuesday, 18 March 2008, 9.00 to 17.00
  @ ThaiGRID

- Participants:
  - Arnon
  - Un, Aoy, Phet, Jack, Tor, Job
  - Uwe
  - Guests:
    - Natt

Goal of the workshop

- Basic Know-How IT Project Management
  - Project Stages
    - Strategy
    - Planning
    - Execution
    - Completion
  - Comprehensive topics
    - Project culture
    - Communication
    - Documentation
    - Quality
    - Risk Management

Goal of the workshop

- Practical training based on your PhD / Master Thesis
  - Strategy: Project Contract, Environmental analysis, Situation analysis
  - Planning: Work Breakdown Structure, Milestones
  - Comprehensive topics
    - Understanding project culture in MIKE
    - Possibilities to increase the quality
    - Exercise concerning Risk Management

IT Project Management Workshop – Morning – **9.00 to 12.00**

- 09 – 10 Introduction, definitions, terms
  - Address of Welcome [Arnon / Uwe]
  - *[1] Exercise*: Communication, project culture
- 10 – 11 Comprehensive topics
  - Project culture, communication, documentation, quality, risk management
  - *[2] Exercise*: Basic Terms
- 11 – 12 Strategy - Situation / Environmental Analysis
  - *[3.1 - 3.3] Exercise*: Situation analysis, goals
- *Break at 10.30 (15 Minutes)*

IT Project Management Workshop – Afternoon – **13.00 to 17.00**

- 13 – 14 Strategy – Project Contract
  - *[3.4 - 3.6] Exercise*: Environmental / Risk / Contract
- 14 – 16 Planning – WBS
  - Tasks in WBS, time schedule (milestones), resource plan
  - *[4] Exercise*: WBS, project organization
  - *[5] Exercise*: WBS for each student
- 16 – 17 Project Controlling, Completion, Feedback
- *Break at 15.00 (15 Minutes)*
- 17.00 – open end   *Dinner together*

Backup

IT Project Management Workshop

- Preparation Tasks
  - Room with chairs, tables, electric power, (AC) [] ✔
  - Whiteboard, whiteboard-pencils [] ⬆
  - Video projector []✔
  - Lunch []✔
  - Dinner?! []✔
  - Laptop with openproj.org installed [all]
  - Something to write for each participant (pen, paper) [all]✔
  - Coffee break []✔