



Project Scope and Risk Management Course Outline

PDU=14

Objectives

- Understand basic quality methods and using them on IT projects
- Recognize the relationship between requirements and project quality
- Understand that customer satisfaction and project success are related directly to project quality
- Identify components of an integrated project plan
- Understand why project integration is important to project success

Audience

- Professionals seeking advancement in their Business Analysis career
- New Project Managers
- Experienced Project Managers looking to update their skills
- Project team members
- Managers interested in learning about Project Management

Prerequisites

- None

Course Description

It is tempting to consider sacrificing the quality of a project for time and cost considerations on fast-paced, technology-intensive projects. However, in this competitive environment, project quality management is a do-or-die business reality. This course reviews the importance of quality in every project and explores methods to integrate the plan to ensure delivery of the required level of quality. Through group discussion, workshops and real world examples, participants will be introduced to tools and techniques to ensure project quality.

Duration

2 Days

Agenda

- **Quality Management**
 - The benefits of quality management on projects?
 - Quality Assurance Through Requirements
 - Interviews
 - Collaborative work groups
 - Quality Control
 - Metrics and Measurements
 - Tools for Metrics
 - Achieving control through testing
 - Ethics for the project manager
- **Project Integration**
 - What is it and why is it important?
 - Components of an Integrated Project Plan



- Creating the Change Management Plan
- Project Change Management
 - Integrating change
 - Controlling change
- **Templates**
 - Software Requirements Outline
 - Integrated Test plan
 - Project Charter
 - Assumptions and Constraints Log
 - Issues Log
 - Change Management Plan
 - Project Change Request
 - Project Change Log