COURSE INFORMATION SHEET

TITLE

Principles of Planning IT Projects

SHORT DESCRIPTION OF COURSE

This course is aimed at Project Management professionals in the ICT industry who are interested in learning how to plan. The course is designed to precede a project scheduling software course such as Microsoft Project or Oracle Primavera P6.

COURSE AIM

The aim of this course is to demonstrate:

➢ What a project plan is

➢ Why projects should be planned

➢ An approach to planning

➢ Tracking and updating plans to control a project.

COURSE DELIVERY

The course is presented in one day using a combination of PowerPoint presentation and workshops. The course blends theory with practical application.

Modules include:

➢ Introduction and Overview of Planning

➢ Planning the Plan

➢ Scoping

➢ Time based scheduling

➢ Resourcing

➢ Finalising & baselining

➢ Updating & controlling

COURSE MATERIAL

The course material consists of :

➢ A PowerPoint presentation of approximately 100 slides which include screen shots from scheduling tools as well as additional instructor notes.

➢ An approximately 110 page course handout with the slides, workshops, worked solutions and instructor notes.

ABOUT THE AUTHOR

The course has been co-authored by Paul Harris and Martin Vaughan.

Paul Harris holds an Honours Degree in Civil Engineering, Certified Cost Engineer through AACEI International, a PRINCE2 Registered Practitioner, an Approved PRINCE2 Trainer and a "Managing Successful Programmes" Registered Practitioner.

Martin Vaughan holds a Degree in Civil Engineering, Diploma of Education (TAFE), Graduate Diploma in Project Management and holds AIPM's Master Project Director accreditation. He currently lectures in IT Project Management at post graduate level at the University of Melbourne.

Both have worked in planning, controls and Project Management for over twenty years across a range of industries including Civil/Construction, Defence and IT. Both have spent years teaching planning and scheduling as well as providing consulting, coaching and advice.

AUTHOR'S COMMENT

As project controls consultants we have used a number of planning and scheduling software packages for the management of a range of project types and sizes. The first books Paul published were user guides/training manuals for Primavera SureTrak®, P3 and® Microsoft Project users. Paul has gone on to write books on a number of other topics.

We realized that while there were numerous "how to use" guides and courses for scheduling software there was minimal "how to plan" courses. There is a need to know how to plan before using scheduling software. This course is the result.