



Project Management Skills for the Business Analyst Course Outline

PDU=14

Objectives

- Discuss the role of the Business Analyst on IT projects
- Understand and articulate the importance of project management in IT projects
- Clearly define project objectives
- Create a project Work Breakdown Structure
- Develop a manageable project schedule
- Understand the importance of communication to the project success
- Use tools and techniques to manage a project during execution

Audience

- Business analysts to learn basic skills in managing projects
- Project Leads and Project Managers to refresh and update their knowledge
- Managers that need to understand basic project management skills

Prerequisites

- None

Course Description

Many organizations are turning to project management to help them plan and control their businesses. As a result, project management is recognized as one of the fastest growing professions today. However, in many Information Technology organizations the project management duties fall to the business analyst. This course provides the basics for project management by introducing essential project management concepts and methods for the Business Analyst. Through discussion, workshops and real world examples, participants learn how to identify project components, organize them effectively and control the project from the earliest steps of developing the project charter through the final steps of a project - documenting lessons learned.

Duration

2 Days

Agenda

- Overview
 - What is a project
 - Project Management Lifecycle vs. System Development Lifecycle
 - The Project Manager role vs. the Business Analyst role
 - Project Leadership and Team Building
- Initiate
 - Project Charter Development
 - Scope Statement Development
- Plan
 - Creating a Work Breakdown Structure
 - Schedule Development
 - Resource Planning



- Communications Planning
- Risk Planning
- Project Plan Integration

- Execution/Control/Close
 - Scope Control
 - The Triple Constraint and Project Control
 - Project Communications
 - Lessons Learned

- Templates you will receive in class
 - Project Charter
 - Scope Statement
 - Assumptions and Constraints Log
 - Issues Log
 - Communications Plan
 - Project Change Log