


**REGISTRATION FORM FOR THE QUALITY MANAGEMENT SYSTEM**

 <p align="center"><b>OMNITECHIT</b></p>	<p><b>COURSE SPECIFICATION</b></p>	<p align="center"><b>STC – Course Specification</b> <i>Model: SRA-r1</i></p>
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**Title of Course:** *IT Project Management*

**Code:** *PMIT*

<b>COURSE DESCRIPTION</b>	Supply the operative instruments and information useful to the application of what is learned, to improve the capacity of the participants to manage with success complex IT projects.
<b>COURSE RECIPIENTS</b>	<ul style="list-style-type: none"> <li>• Head of Information Systems</li> <li>• Information Systems Specialists that cover a PM role or that participate in the implementing of projects.</li> <li>• Project Manager, Project Engineering</li> <li>• Head of IT operative structures</li> </ul>
<b>EDUCATIONAL GOALS</b>	<p>Give the necessary knowledge on fundamental issues relative to Project Management in the IT sector.</p> <ul style="list-style-type: none"> <li>• Analysis of the characteristics and critical issues of the project</li> <li>• Adoption of ideal management methodologies and behaviors</li> <li>• Team project management</li> <li>• Time and cost monitoring</li> <li>• Work-in-progress variants management</li> <li>• Management control interface</li> </ul>
<b>ADMISSION REQUIREMENTS</b>	None
<b>COURSE PROGRAM</b>	<p><b>1st Day</b></p> <ul style="list-style-type: none"> <li>- <b>The Functions of a Project Manager</b> <ul style="list-style-type: none"> <li>o The Project: fundamental concepts, organization and coordination</li> <li>o Organization and life-cycle of a project</li> <li>o Environment - Timing – Costs – Quality - Risks</li> <li>o Human Resources</li> <li>o Communication</li> <li>o Soft skills</li> <li>o Execution, monitoring and closure</li> </ul> </li> </ul> <p><b>2nd Day</b></p> <ul style="list-style-type: none"> <li>- <b>The Instruments of a Project Manager</b> <ul style="list-style-type: none"> <li>o Information cycle of a project</li> <li>o Planning Techniques</li> <li>o Measuring and Analysis techniques</li> </ul> </li> <li>- <b>Examples and exercises</b></li> </ul> <p><b>3rd Day</b></p> <ul style="list-style-type: none"> <li>- <b>Project control</b> <ul style="list-style-type: none"> <li>o Technical Analysis and WBS (work break-down structure)</li> <li>o Work-in-progress variants management</li> <li>o General program and collective viewing of documents</li> <li>o Reticular program PERT/CPM (overview)</li> <li>o The reasons for advancement monitoring, diverse</li> <li>o Performance Analysis and completion forecasts</li> <li>o What is cost control according to Project Management discipline</li> <li>o Cost control and completion forecasts</li> </ul> </li> <li>- <b>Examples and exercises</b></li> </ul> <p><b>4th Day</b></p> <ul style="list-style-type: none"> <li>- <b>Internal Processes</b> <ul style="list-style-type: none"> <li>o Duties</li> <li>o Internal Processes and procedures</li> </ul> </li> </ul> <p><b>5th Day</b></p> <ul style="list-style-type: none"> <li>- <b>Management Control Interface</b> <ul style="list-style-type: none"> <li>o The process of "monthly balance";</li> <li>o Cash flow and period control;</li> </ul> </li> </ul> <p>Dynamic simulation in an exercise case</p>