

Project Management Best Practices

Duration

1 day

Instructor

Karl E. Wiegers

Class Limit

20 students

Prerequisite

None

Price

On-site

Please contact SPC for pricing (contact information on page 2)

Public Training

\$795 (1 day)

Materials Provided

- Student manual containing the course slides
- Student handouts with class exercises
- Karl E. Wiegers 70-page *Project Initiation Handbook*

Managing software projects is difficult under the best circumstances. You can reduce the difficulty and improve your chances of success by applying known industry best practices for software project management.

Best practices are based on industry studies of successful and failed projects, and on the speaker's personal experience. This seminar presents some 30 such best practices, grouped into these categories:

- Laying the foundation for success
- Planning the project
- Estimating the work
- Tracking your progress
- Learning for the future

Several topics are discussed in depth, including software risk management and the wideband Delphi estimation technique. The attendee will have an opportunity to try many of these techniques through short practice sessions.

Small group discussions also let participants share some of their project management-related problems and to identify which of the best practices presented might be useful solutions to those problems.

On completion of this seminar, participants will be able to:

- Describe and apply several best practices for different aspects of project management.
- Build a project risk list.
- Participate in or lead a wideband Delphi estimation session.
- Select appropriate practices to enhance their own project management effectiveness.
- Build on the preliminary project-specific deliverables developed during the seminar.

Intended Audience

This course is ideally suited to software managers and project leaders who wish to learn better ways to plan, estimate, and manage their software projects.

TRAINING

Project Management Best Practices

Instructor

Karl E. Wieggers is a leading speaker and consultant in the requirements engineering and software process improvement arenas. As Principal Consultant with Process Impact, he conducts training seminars for corporate and government clients worldwide and speaks at numerous industry events. Previously, Karl spent 18 years at Eastman Kodak Company.

The author of four books and over 160 articles, Karl has twice won the Software Productivity Award which honors excellence in productivity-enhancing products and books. Karl received a B.S. degree in chemistry from Boise State College, and a M.S. and Ph.D. degrees in organic chemistry from the University of Illinois. He is a member of the IEEE, IEEE Computer Society, and ACM.

Outline

Introduction

- Introduction to seminar, objectives, participant expectations
- Goals of software project planning and software project tracking

Small group discussions on project management problems in their projects

*with practice

**group practice

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Outline Cont'd

Laying the Foundation

- Product vision and scope*
- Project success criteria*
- Project drivers, constraints, & degrees of freedom*
- Product release criteria*
- Negotiating commitments*

Planning the Project

- The project management plan*
- The work breakdown structure
- Decomposing tasks to inch-pebble granularity
- Timebox development
- Software development life cycles*
- Using planning worksheets for common tasks**
- Planning for rework after quality tasks
- Managing project risks*
- Managing assumptions and dependencies
- Planning time for process improvement
- The learning curve

Estimating the Work

- Elements of project estimation*
- Estimate based on effort
- Don't overschedule multitasking people
- Record estimates & how you derived them
- Wideband Delphi estimation process
- Estimation tools
- Contingency buffers*

Tracking your Progress

- Recording estimates and actuals
- Project tracking tools
- Tasks are complete only when 100% complete
- Earned value
- Re-planning*
- Project metrics and goal-question-metric*
- Open and honest status tracking

Learning for the Future

- Project retrospectives
- Lessons learned*

Small group discussions on solutions to previously discussed project management problems

Practice activity: Defining your path forward to improved project management practices



TRAINING

