

## Project Management Services

Specializing in rigorous project planning and control, Information Disciplines offers consulting and education services aimed at enhancing an organization's ability to meet budgets and target dates for system development and other information systems projects. These project management services include:

- Conducting courses in project management for current and potential project leaders:
  - PM-01 Project Planning and Control Concepts and Techniques
  - PM-02 Formal Life Cycle Concepts and Alternatives for System Development
  - PM-03 Systems Analysis Estimating Workshop
  - PM-04 System Implementation Estimating Workshop
  - PM-05<sup>1</sup> Using <software tool> to Help Plan and Control a Project
- Establishing an organization's project-management methodology:
  - Designing an appropriate documentation structure (handbooks, manuals, on-line reference material, etc.) for disseminating standards and guidelines to project leaders and other project participants.
  - Contributing to the content of those standards and guidelines, consistent with the organization's related methodology components, such as a phased life cycle, prototyping, data administration, and reusable component libraries.
  - Participating in evaluating, choosing, installing, customizing, and using project-management software products that support applicable criteria, including the concepts and techniques presented in course PM-01.
  - Assisting in specifying and implementing an organization's supporting infrastructure, including staff role definitions and routine procedures.
- Reviewing<sup>2</sup> the status of a project (either internal or under contract to an outside organization).
  - Examining the project plan to determine whether it is sufficiently detailed and specific to serve as a basis for reliable estimating and control.
  - Verifying the existence and completeness of the results of completed tasks.
  - Assessing the credibility of estimates for remaining work.
- Assisting project leaders in preparing and maintaining:
  - a project plan for an actual project.
  - a project workbook and related repositories

*For more information call Conrad Weisert (773) 736-9661, (FAX) 7369666*

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<sup>1</sup> We customize versions of PM-05 for any project-management software product that supports the concepts presented in PM-01.

<sup>2</sup> Sometimes called project "auditing".

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