

Courses currently available

Project Management Topics

- Project Management Essentials
- Advanced Topics in Project Management
- Navigating the Political Climate
- Project Triage and Rescue
- Project Estimating Essentials
- Project Finance Essentials
- Managing IT Projects Virtually and Globally
- Managing Outsourced Work

Virtual and Global Project Topics

- Virtual and Global Collaborations
- Managing IT Projects Virtually and Globally
- How to Communicate Requirements Globally & Virtually
- Managing Outsourced Work

Project Management Topics

► **HOT! Navigating the Political Climate** We would prefer to pretend that politics don't exist. But they DO exist, and they definitely affect projects. Political roadblocks can sabotage even the best-designed plans, the most efficient processes, and theoretically manageable scopes. They affect even the most experienced Project Managers, derailing a perfect project plan and demotivating a dedicated project team. Learn to NOT wait for political situations to arise, but anticipate and actively seek them out and look for creative resolutions. Discuss real-world political situations, uncover the real root problems, and figure out how to resolve it creatively. Learn to brainstorm, discuss, and analyze what was really at stake. Expect a challenging, thought-provoking, engaging session that provides real-world tips and tricks that you can immediately use on your own projects. This 2-day workshop is for project managers and anyone else who has deal with political situations in the workplace.

► **HOT! Project Triage and Rescue** How do you identify a project in trouble? What do you do once you see it headed in the wrong direction? What caused it in the first place? How do you correct it? If you do the things you read about and practice the techniques that have worked on other projects, theoretically a project should succeed, but often it doesn't. What really is "it" that makes a project succeed or fail or a project manager succeed or fail? Here we'll walk through some project first aid and rescue techniques that go beyond the standard practices of "firefighting" done by every project manager. Use these techniques to turn failing or failed projects into successes. This 2-day workshop is for project managers who are brought aboard a project that is or may be in significant trouble.

Business Analysis Topics

- Business Analyst Fundamentals
- Making the Business Case
- Eliciting, Documenting and Managing Real-World Business Requirements
- Discovering and Documenting Requirements With Use Cases
- Facilitating Requirements Workshops
- How to Communicate Requirements Globally & Virtually

Professional Development Topics

- Professional Skills for IT Advancement
- Managing Professional Relationships
- Creating Valued Solutions
- Presentations That Count

Contact our office for course schedules, pricing, and availability.

Project Management Essentials provides a foundation level understanding of project management. Participants are introduced to the Project Management Framework as described by the Project Management Institute's Project Management Body of Knowledge (PMBOK®). All project management processes and knowledge areas are covered. Participants will leave with a plan to "take action" using newly learned tools and techniques. This workshop reflects the Third Edition of PMBOK. This 2-day workshop is designed for project managers, project coordinators and team leaders responsible for leading, communicating, negotiating, problem solving and influencing the organization.

Advanced Topics in Project Management covers a variety of topics important to the Project Manager. We'll review the numbers that are near and dear to bringing projects in on time and on budget, including the business case decision and how it is made, earned value calculations, report interpretation and trend analysis, all of which are a must for effective control. We will also examine the newer concept, critical chain, including why it was developed, and its use in improving scheduling. The remainder of the workshop focuses on day-to-day challenges of project management, including taking over existing projects, particularly when the former PM is no longer around. You will also gain important insight and tools in dealing with politics and quality issues impacting the decisions surrounding projects of all shapes and sizes. This 2-day workshop is intended for experienced project managers or those who have taken the Project Management Essentials workshop.

Project Management Topics (continued)

Project Estimating Essentials

Today's professional is required to manage expectations in ever-changing environments. Consequently, they must learn to accurately estimate time and cost requirements for other team members, outside resources, as well as for their own projects and tasks. Participants practice applying basic estimating tools and techniques to generate quick and accurate time and cost estimates. Participants will document estimating assumptions and evaluate trade-offs. This 2-day workshop is designed for anyone who needs to know how to estimate time and cost.

Business Analysis Topics

Business Analyst Fundamentals Learn key communication skills, leadership techniques and problem solving skills required to leverage your IT and business knowledge so to effectively understand, document and present the requirements that define a project's scope. This indispensable workshop solidifies the foundation of business analysis and equips you with critical thinking, analytical skills, and people skills necessary to thrive in the business analyst role while adding measurable value to every project. This 2-day workshop is for you if you're involved at all with systems development project as a business customer, business analyst, systems analyst, designer, developer, QA professional, systems tester, systems architect, team leader, project manager, or anyone wanting to enhance their business analysis skills.

Making the Business Case presents the foundation for building a business case. Tools and hands-on activities improve relationships between customers and service providers (both internal and external). Problem solving techniques and conveying value are at the core of effective consultation, as is an understanding of the financial metrics most often used, including ROI, net present value, cash flow, etc. Participants use real-life examples to practice conveying their unique value, structuring a value proposition and completing a business case template. This 2-day workshop is designed for those who are responsible for proposing solutions, presenting ideas, gathering customer needs and delivering solutions.

Project Finance Essentials provides basic knowledge necessary to support the initiation and execution of a project. Participants will gain an appreciation for the need to analyze tangible and intangible benefits and costs. Learn how to get answers to questions such as why does the budget feel so tight, why is the timeline so short, why do we have to manage scope so carefully? Put fears of math aside and be ready for a hands-on, entertaining session. This 2-day workshop is intended for anyone needing an understanding of the business case that supports the project, including the sponsor, the business, project managers, business analysts and team members.

Eliciting, Documenting and Managing Real-World Business Requirements Learn the latest techniques for gathering requirements. Demonstrations and realistic practice exercises provide you with confidence to improve project outcomes through better requirements elicitation and management. Gain a thorough understanding of the challenges faced in defining correct requirements, practical approaches for eliciting and documenting requirements, and strategies for managing requirements throughout the project life cycle. If you participate in defining project scope, capturing requirements, or managing project scope, you can't afford to miss this workshop! This 2-day workshop is valuable for all those involved in defining and managing project requirements, especially if you are a business customer, business analyst, systems analyst, designer, developer, team leader or project manager.

Discovering and Documenting Requirements With Use Cases The theory and practice of using 'use cases' to define the functionality of software systems. Gain a thorough understanding of common requirements and use case pitfalls/challenges, practical approaches for discovering and writing use cases and project requirements, and strategies for applying the use case methodology throughout the project life cycle. Exercises analyzing and writing use cases are hands-on. This 2-day workshop is for anyone involved in defining and managing systems development projects.

Business Analysis Topics (continued)

Facilitating Requirements Workshops Sometimes referred to as a JAD (Joint Application Development) session, a requirements workshop is a structured meeting of business and systems representatives for the purpose of defining business requirements and deciding other aspects of proposed systems. Using a structured approach, visual aids, and the customer's language, requirements workshops extract high-quality business requirements specifications in a compressed time frame. The participants are focused, the process is facilitated, and the result is a greatly enhanced understanding for all those involved. This 2-day workshop is valuable to all those interested in collapsing calendar time in developing requirements and addressing other system-related topics especially those in the role of business analyst, systems analyst, designer, developer, team leader or project manager.

How to Communicate Requirements Globally & Virtually Realize the expected savings from application development outsourcing by reducing misinterpretation of requirements and gaining efficiencies in process. The level of detail needed for effective communication varies depending on risk and audience. Learn how to adapt any system development lifecycle (SDLC) to meet the communication needs of global application development. This course picks up after the System Requirements Specification is drafted and the global applications team is ready to design a solution. The case study project to create a Requirements Management System (RMS) includes sample deliverables throughout the development life cycle, including a RMS product selection. Use to study for IIBA's Certified Business Analyst Professional exam! This 2-day workshop is for business analysts, designers, architects, engineers, RFP and proposal writers, and applications team members responsible for communicating or managing requirements.

Virtual and Global Project Topics

Virtual and Global Collaborations provides attendees with practical methods to meet the challenges inherent in working virtually. We stress increased collaboration by developing a common framework and innovative uses of technology. Participants take on a global viewpoint by assessing their ability to fill the global team role. Techniques are provided to help cultivate cross-cultural relationships. This 2-day workshop is for managers and teams engaged in virtual team collaborations.

Managing IT Projects Virtually and Globally focuses on the successful implementation of offshore software projects with respect to management, technical interactions and project monitoring. Participants move beyond the basics to apply more sophisticated project management techniques geared toward offshore projects. We will establish appropriate technology and processes to enable global collaboration, coordination and communications by interactively addressing the issues of bridging cultural differences, organizing the work and fostering effective work relationships. Plus, you'll learn to integrate offshore teamwork products and effectively apply escalation management. This 2-day workshop is for those responsible for effective team collaboration in an offshore internal or external environment. We recommend some experience with project concepts.

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Managing Outsourced Work provides attendees with proven techniques to manage outsourcing projects from the perspective of an internal manager while understanding the service provider's role and responsibilities. Guidelines will address key elements throughout the procurement process from both a vendor and client perspective. Various scenarios will give participants practical experience in applying these guidelines. Participants will learn ways to facilitate the change and overcome resistance. This 2-day workshop is geared toward the internal manager or team member involved in managing outsourced projects.

Professional Development Topics

► **HOT! Professional Skills for IT Advancement**

To survive in this business as an IT professional, you need to re-assess your skills and expand your capabilities beyond just technical knowledge and expertise. This workshop helps focus on assessing your business strengths, expanding your capabilities and communication skills to better serve the needs of the business, and assuring that all of this fits into your career development life cycle. You'll be exposed to an array of ideas, techniques, and tools that you can incorporate immediately. The combination of soft skills and practical project skills makes this an extremely effective tune-up for the IT professional looking to advance. This 2-day workshop is for those involved in defining, leading, or developing systems development projects including developers, programmers, software engineers, team leaders, analysts, designers, consultants, and database administrators.

Managing Professional Relationships Participants use the professional services framework, consultant communities model and responsibility matrix to establish the foundation for a relationship. Clarifying deliverables and identifying which people are filling what roles allows participants to build an expectations management strategy that addresses complex communication needs. The tie between successful relationship management and emotional intelligence is made and participants practice navigating through a network of relationships. This 2-day workshop is appropriate for consultants who provide services to internal or external clients.

Creating Valued Solutions focuses on the professional wanting to provide a total solution to his or her customer. For this to happen, you must have a thorough understanding of what the customer's short- and long-term business objectives are and how your solution aligns to and supports those objectives. You must also have knowledge of the customer's marketplace, their competitors, their suppliers and their core business processes. You then have to earn the right for their business by developing key executive relationships and trust. This is all about becoming a trusted advisor and valued partner. This 2-day workshop is for teams working together to formulate options to present to customers and includes the selling of both product and services. Sales teams may include business development engagement managers, technical architects, project managers, methodologist, product managers, procurement and support managers.

Presentations That Count Life is a series of presentations, whether you are making a business case to get a project approved, building team commitment, or negotiating with key stakeholders. Ideal for executives and leaders who want to improve their presentation skills; project managers that interact with teams, stakeholders, sponsors and business owners; team leads responsible for major deliverables. Nervous butterflies begin to fly in formation as participants deliver presentations with confidence and style. Videotapes are created before and after training, so progress can be easily measured. This 2-day workshop can be tailored to executives, managers and team leads.

Inovacent Solutions, LLC provides an experienced, full-service consultancy with support solutions that work to integrate people and technology to meet business objectives while aligning projects and resources with your organization's strategic objectives. To ensure success, we build strong relationships and use open lines of communication to manage expectations from customer and business stakeholders to team members, sponsors, and executive management. By gathering the information needed for proactive decision-making and assessing key program/project factors, we can create the necessary dependencies among projects to ensure seamless coordination and delivery.

We rely on our expertise and a strong set of tools for project planning, activity and resource tracking, cost management, risk management, change management, strategic planning, project sizing, project analysis, project rehabilitation and troubleshooting, education and training, product lifecycle management, program management, process definition, software selection, and implementation strategy. This facilitates successful management of multiple projects with appropriate leadership involvement and quality on time and on budget delivery.

Rely on **Inovacent Solutions, LLC** for

- Program & Project Management Consulting
- Enterprise Portfolio Management Solutions
- Project Management Lectures
- Project Management Training
- Project Management Methodology Development & Implementation