

“IT Project Management using Microsoft Solutions Framework!”



Duration: 3 full days (08:30 – 16:30)
Cost: \$1,710 (6,300 AED)
Course description: Workshop (no PC's are needed)
Microsoft Exam: [Exam 70-301](#): Managing and Delivering IT Projects Using MSF 3.0
Prerequisites: Nothing (the PM Basic Course is recommended)

Module 1: Introduction to the MSF

This module:

- Discusses the characteristics of today's business environment that affect IT.
- Suggests some of the ways in which IT can help businesses meet its goals.
- Explains some of the factors that get in the way of successful IT projects.
- Describes where IT must direct its attention to make its projects more effective.
- Demonstrates how MSF meshes with the Microsoft Operations Framework (MOF).

After completing this module, students will be able to:

- Explain the purpose and key characteristics of MSF.
- Describe when and why MSF is used.
- Define key MSF terminology.
- Explain how improved solution strategy can alleviate the challenges to delivering technology solutions.
- Identify how the problems of a failed IT project could have been solved if MSF had been applied.

Module 2: Building an MSF Team

This module:

- Discusses some of the typical problems with challenged or failing projects.
- Demonstrates how the basic goals for successful projects contain the remedies for common project failures.
- Explains how the MSF foundational principles guide the functioning of the team.
- Presents the MSF Team Model.
- Discusses role clusters and functional areas.
- Identifies ways to scale up teams.
- Introduces feature teams and function teams.
- Defines project management and its several areas of responsibility.

Lessons

- The MSF Team Model
- MSF Role Clusters
- Scaling Teams for Project Efficiency
- A Scalable Approach to Project Management

Activity: Communicating in Teams

After completing this module, students will be able to:

- Describe the purposes and goals of each team member on an MSF project.
- Identify a role cluster's tasks, responsibilities, and functional areas.
- Explain how to organize an MSF team with a specific number of participants.
- Identify the six quality goals that drive the team and define the team model.
- List the characteristics of effective teams.
- Explain how MSF teams can be scaled up or down depending on need.
- Explain how project management is distributed among team leads on an MSF project.
- Describe the benefits provided to the team through the project management discipline.

Module 3: Managing Project Risks

This module explains how the risk management discipline is applied to an MSF project and describes the six steps in the MSF risk management process.

Lessons

- Managing Risks Throughout the Project
- Taking Steps for Effective Risk Management

Activity: Creating Risk Plans

Activity: Identifying and Analyzing Risks

After completing this module, students will be able to:

- Explain how the risk management discipline is applied to an MSF project.
- Describe the six steps in the MSF risk management process.

Module 4: Establishing Your Project Life Cycle

This module introduces the MSF process model. In addition, it explains how the MSF team model relates to the MSF process model.

Lessons

- MSF Process Model Basics
- Clarifying Responsibilities in Each Phase

After completing this module, students will be able to:

- Describe the five phases of the MSF process model and their major milestones.
- Describe how the MSF team model relates to the MSF process model.

Module 5: Starting Your Project

This module focuses on the envisioning phase, the first of the five process model phases.

Lessons

- The MSF Envisioning Phase
- Selecting and Preparing the Project Team
- Defining the Solution
- Scoping the Solution
- Establishing a Basis for Review and Change

Activity: Drafting a Vision/Scope Document

After completing this module, students will be able to:

- Explain the goal, milestones, and deliverables of the MSF envisioning phase.
- Discuss the considerations for selecting and preparing a project team.
- Identify and describe the recommended elements of a vision and scope document.
- Explain MSF techniques for managing solution scope.
- Explain how change control and configuration management are used to maintain traceability to business goals.

Module 6: Planning Your Project

This module focuses on the planning phase, the second of the five process model phases.

Lessons

- The MSF Planning Phase
- Planning What to Build
- Planning How to Build
- Planning When Building
- Preparing the Environments

Activity: Associating Work Items with Plans

After completing this module, students will be able to:

- Explain the goal, milestones, and deliverables of the MSF planning phase.
- Describe how MSF uses three different design views to support one solution.
- Identify how the master project plan and its respective project plans guide the team on how to build the solution.
 - Describe the success criteria for the MSF planning phase.

Module 7: Developing Your Solution

This module focuses on the developing phase, the third of the five process model phases.

Lessons

- The MSF Developing Phase
- Testing the Solution

After completing this module, students will be able to:

- Explain the goal, milestones, and deliverables of the MSF developing phase.
- Explain the goal, process, and output of testing during the developing phase of an MSF project.

Module 8: Stabilizing Your Solution

This module focuses on the stabilizing phase, the fourth of the five process model phases.

Lessons

- The MSF Stabilizing Phase
- Testing and Piloting for Stabilization

After completing this module, students will be able to:

- Explain the MSF Stabilizing Phase.
- Describe the tasks involved in testing and piloting a solution.

Module 9: Deploying Your Solution

This module focuses on the deploying phase, the fifth of the five process model phases. This is the phase where the team executes a plan and gets the solution into production.

Lessons

- The MSF Deploying Phase
- Deploying to a Production Environment
- Completing Your Project

After completing this module, students will be able to:

- Explain the goal, milestones, and deliverables of the MSF deploying phase.
- Describe the steps for deploying the solution to a production environment.
- Describe the recommended activities involved in completing a project.

Course is conducted as a joint ITEC, Greece and SUKAD FZ-LLC, Dubai, UAE