

## Managing Very Small Projects: Applying Project Management to Software Maintenance

### Workshop Overview

#### **The Challenge**

IT shops often spend 50 - 80% of their time on application maintenance. This work usually consists of large numbers of change requests (defect repairs and enhancements) that take from hours to a few weeks to complete. Can standard Project Management practice be applied effectively to this work?

#### **The Solution**

This presentation re-examines many of our assumptions about what projects are, how they are managed and what is "reasonable" in the application of Project Management technique. During this discussion we discover that much of what we know from our work as project managers does apply, but not in the usual way. This presentation includes a demonstration of software that can support the use of project management practice in the planning and execution of even the smallest of projects.

### Who should attend

This workshop will be of value to anyone involved in software maintenance, including team leads, Project Managers, Functional Managers with software maintenance responsibility, Project Management Office staff and anyone who has project lead responsibility over small projects.

### Learning Objectives

- Although very small projects may appear relatively simple, they nonetheless have many of the characteristics of full sized projects
- PM concepts do apply regardless of project size, but the approach and tools we use may be quite different from large projects
- Related very small projects can be managed as a program
- A Helpdesk System or Change Request Tracking System can be used to support a more formal approach to the management of very small projects

### Workshop Information

- **Duration:** ½ day
- **Typical class size:** 6 to 40 attendees
- **Participants receive:**
  - PMP®-certified instruction
  - Student Guide
  - Certificate of Participation
  - 3 PDUs / Contact Hours in project management education
- **Course I.D. Number:** 7036

# Managing Very Small Projects

## Learning Approach

- A highly experienced instructor will use interactive lecture format, group discussions and other techniques to drive home the essential points of this material
- We will build on your prior experience in this topic, while providing you with a structure and vocabulary to use in all of your future projects.
- If you have modest project management knowledge, you will find that the clarity of the material and direct presentation style of the instructor will make the subject matter easy to understand.
- You will receive a Student Guide which will help you follow the material, take notes and retain what you learned so that you can apply it on your job.

## Why should I take this workshop?

- This workshop will help you to understand how to take greater control over the work of software maintenance.
- ***Managing Very Small Projects*** re-examine our assumptions about what a project is and will allow you to take advantage of familiar tools and techniques in a new setting.
- Take this workshop and learn what you can do to ensure that your software maintenance work is well managed from start to end.

## Cost and Availability

We can arrange onsite training to suit your requirements. See our website for the latest pricing information:

<http://www.cvr-it.com>

## Licensing

This workshop is available under license to qualified Training Providers. We deliver a full set of courseware materials including instructor slides, instructor manual and student guide. Train the Trainer instruction is available to ensure that all providers adhere to the same high level of course delivery. For more information, contact us at

[info@cvr-it.com](mailto:info@cvr-it.com)