



Big Management Program

All essential knowledge and skills from IT Project Management

Knowledge and skills gained in this program are full enough to manage people and any IT projects.

This program recommended for those who either want to become IT Project Manager or already working as a Project Manager. Education result is full IT Management picture, new manager's mindset. Marker of this course is "Me and my projects".

Duration: 8 weeks per 7 hours/week + mandatory homework + video educational materials (~20h)

Spheres of knowledge in the program:

- Management Soft Skills
- Management Hard Skills
- People Management Skills and Processes Management within IT Development sphere (SDLC – Software Development Life Cycle)

Module 01: Management-101, Leadership Models, Management Effectiveness

- What for Management is
- Main Goal of a Manager
- Project Goals
- SMART and Setting the Goals
- Project Results
- Project Success (investor, customer/client, PM)
- Power and Responsibility
- Leadership Models
- Situational Leadership
- Personal Manager's Effectiveness
- Kairos & Kronos Planning
- Day-Week-Month-Year Planning
- Time Management Hard Cases

Module 02: Communications, Active Listening, Personal Typologies

- Written Communication Specifics
- Letter of Apology, Escalation Letter, Angry Letter
- 7 Critical Communication Mistakes
- IT-Communication Specifics with Client/Customer, Director, Team
- Non-Verbal Communication
- Data Loss in Communication
- First Impression
- Active Listening
- Adizes typology
- DISC typology

Module 03: Group Dynamic, Interview, Performance Appraisals

- Groups vs. Teams
- Tackman Model
- Project Manager's Tasks in each stage of Tackman Model
- Making a Team algorithm
- Team Constructor
- Distributed Teams
- Conducting an Interview
- Feedback
- Appraisals and 1:1 Meetings

Module 04: Project Planning and Control

- Project Planning (PERT, UseCasePoints, 6 sigma, ...)
- Estimation models
- Critical Path
- Project Execution Control
- Resources and Reserves for unplanned/unexpected project tasks
- Reports and Statuses for Client/Customer, Director, Team

Module 05: Stakeholders, Project Life Cycle, Configuration Management, Builds and Branching

- Stakeholders Management
- Organizational Structure (project, functional, matrix, ...)
- Processes and the Deming Cycle
- Configuration Management
- Project Life Cycle. Stages and Phases of the Development
- Redline, Deadline, Baseline, Release, Production
- Specifications Traceability
- Environments: DEV, QA, SIT, UAT, PROD
- Version Control Systems
- Builds & Branching

Module 06: Management Methodologies and Frameworks

- Software Methodologies and Models (waterfall, code&fix, iterative)
- Waterfall Model, Integration Project Phase
- Price of Bug Fixes and Changes
- Code-and-Fix Model
- Iterative Model and Integration Project Phase, RUP Principles
- Universality and Flexibility
- XP and 12 practices of agile software development
- SCRUM and it's Pitfalls
- Zero sprint, Burndown chart, Daily standup, Backlog, Demo, Retrospection
- Kanban

Module 07: Change Management, Conflict Management

- Change Requests, Change Control Board
- Fear of Changes, Working with Changes in the Project and New Reality
- Iceberg of Changes and Dolphin Method
- Solving of Problem and Conflicts
- Working with Conflicts in a Team
- 7 Levels of Conflicts by Adizes
- Conflict's Solving Algorithm

Module 08: Motivation, Demotivation, Burnout

- Demotivation
- Three criteria of miserable job
- Burnout
- Motivation
- OKR, KPI and Their Influence to Motivation

Maybe you will be interested in other [our programs](#).
Thank you!

