



# Project Management Services

## Expert Project Management to Ensure Success

A standard, consistent approach to IT project management helps projects, and your department, be successful. It allows you to establish ground rules and expectations at the beginning so that everyone is on the same page. It enables the project to run more smoothly because there is a common approach and terminology. Finally, and importantly, the project can be measured more effectively, which helps hone in on future improvements for managing projects.

IT People offers the project management and the IT experience to step in and help. We have certified project managers who have successfully managed fixed-price IT projects for our customers—meeting expectations and delivering quality results.

Our skills and track record enable us to offer project management as a service for anyone needing help, whether it's to get a single project completed effectively and efficiently, augment their project management staffing in general, or simply improve their project management acumen.

### Why IT People?

- ➔ We can ramp teams up or down to meet your needs
- ➔ We offer more competitive pricing because we have low overhead and high efficiency
- ➔ Our approach to customer engagement ensures the best talent mix for expert delivery, high-quality results and cost optimization
- ➔ Our global resources accelerate operational cycle, reduce time-to-market and lower costs
- ➔ We have unlimited access to talent and scalability
- ➔ We are a sole source for managed services; application development, support and maintenance; portal and intranet services; project management; and QA and testing services

### Benefits

- ➔ Deliver projects successfully, balancing time, budget & scope
- ➔ Achieve end results that meet quality & user expectations
- ➔ Attain tight change control
- ➔ Satisfy business partners

### Our Best Practices

- ➔ Effort estimation techniques tailored for various SDLC methodologies
- ➔ Project schedule and plan preparation with all dependencies identified
- ➔ Task allocation
- ➔ Project risks identification and mitigation
- ➔ Monitoring project progress and adhering to schedule and budget
- ➔ Critical path identification and management
- ➔ Change control and management
- ➔ Project governance and status reporting

# IT People Project Management Services

## Planning

- ➔ Establish project scope
- ➔ Estimate the effort
- ➔ Prepare schedule and budget
- ➔ Select the right SDLC methodology
- ➔ Establish RACI matrix
- ➔ Establish project governance and efficient communication mechanism
- ➔ Prepare project plan with all dependencies identified
- ➔ Identify risks and prepare a mitigation plan
- ➔ Identify the right resources to execute the project
- ➔ Define key metrics to be tracked

## Execution

- ➔ Identify tasks on critical path and accordingly allocate tasks
- ➔ Regularly track progress of the project against the plan and budget
- ➔ Conduct project team meetings and facilitate issue resolution
- ➔ Ensure there is no scope creep
- ➔ Invoke change control as necessary and seek additional time and budget as required
- ➔ Control ramp-up and ramp-down of resources to ensure project stays within budget
- ➔ Execute risk mitigation plan as necessary

## Quality

- ➔ Create requirements traceability matrix (RTM)
- ➔ Review and approve all major deliverables, including requirements, RTM, and test plans, cases & results
- ➔ Facilitate review of critical deliverables such as architecture, design and code artifacts
- ➔ Facilitate gating decision meetings and provide or secure necessary approvals

## Communication

- ➔ Prepare weekly and monthly status reports and circulate to the key stakeholders
- ➔ Facilitate governance meetings
- ➔ Ensure key stakeholders' inputs are considered during execution, risk management and escalation management

## About IT People

IT People is a next-generation IT services and workforce solutions firm. We provide consulting, managed services and staffing to Fortune 500 corporations, public agencies, and small and mid-sized businesses throughout North America. Our specialties include IT modernization, infrastructure and applications optimization, and management. We enable organizations to achieve their business goals by transforming their IT processes, applications and infrastructure using the latest technologies for cloud, big data, mobile and social, and by providing them with exceptional talent when they need supplemental staff.

## Our Vision and Mission

We are passionate about co-creating value with our customers and employees by offering IT services through applied thought and innovation with the commitment and integrity to deliver quality solutions on time, every time.



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