A 2-Day Workshop

Managing IT Infrastructure Rollout Projects

Planning, Organizing and Leading Multisite Hardware, OS and Application Software Rollout Projects

This 2-day workshop can help you reduce the cost, effort and duration of IT infrastructure rollout projects!

In This Workshop You Will:

- Invest two days preparing yourself to lead and manage a multisite IT infrastructure rollout project.

- Learn from case studies how your business peers manage IT infrastructure rollout projects.

- Gain valuable insights, tips, techniques and recommendations from an expert in IT infrastructure rollout project management.

- Invest two days working on a plan for your IT infrastructure rollout project.

Who Should Attend:

- Project Managers/Team Leaders
- IT Department Managers
- PMO Management and Staff
- Desktop/Server/Network Engineers
- Systems Delivery Specialists
- Customer Relationship Managers
- User Training Specialists
- Systems Security Specialists
- Quality Assurance Specialists
- Application Developers

**Installing or Replacing Existing Desktops, Servers or Printers?
Installing a New Version of Your Desktop or Server OS?
Installing Custom Business Application Software or Software Products?**

This Workshop is for YOU!

This Intense 2-Day Workshop Can Be Conducted at Your Location!

The Pragmatic Project Manager™ Series

Seminars and Workshops for IT Professionals

Workshop Content

- **Introduction —** learn the insights and perspectives of a career project manager and the factors contributing to the success of IT infrastructure rollout projects he has managed.

- **IT Infrastructure Rollout Project Plan Ingredients —** learn the IT infrastructure rollout work flow and the ingredients of a good rollout project plan through review of case studies and IT infrastructure rollout project plan examples.

- **Multisite IT Infrastructure Rollout Project Strategies —** learn how to apply proven strategies for reducing the cost, effort and duration of rollout projects, including pre-rollout site surveying, hardware staging, "one touch only" rollout tasks, plug-n-play hardware installation and out-sourcing of multisite rollout tasks.

- **Developing the IT Infrastructure Rollout Project Staff Plan —** learn how to structure and organize a multidisciplined IT infrastructure rollout project team and how to specify group and individual project responsibilities, objectives, task plans, milestones and timelines.

- **Reproducible Rollout Process —** learn how to prepare an efficient "cookie-cutter" sequence of site pre-rollout, rollout and post-rollout events that can be employed across all rollout locations.

- **Reducing Project Risk and Contingency Planning —** learn how to insulate your project from unexpected events and situations and how to employ pre-rollout testing, on-call and roving support staff, and procedural practices to mitigate IT infrastructure rollout project risks.

- **Managing Pre-Rollout Tasks —** learn how to specify and develop pre-rollout tasks, including site facility improvements, IT infrastructure engineering, infrastructure build, load, installation and check-out procedures, user training and quality assurance testing processes, and how to monitor pre-rollout task progress according to published task plans, milestones and timelines.

- **Preparing Multisite Rollout Specifications —** learn the ingredients of good site IT infrastructure rollout work plans and how to employ workshop planning templates to document site hardware inventories and floor layouts, business and desktop application usage, device-by-device disposition work plans and step-by-step rollout task instructions and procedures.

- **Communication Planning —** learn how to structure and prepare a project communication plan, including kickoff, progress, issue resolution, technical and project "walk through" meetings, and how to establish and maintain communication with all project participants for the duration of the rollout project.

- **Managing Multisite Rollout Events —** learn proven methods for coordinating multisite rollout tasks and monitoring task progress during rollout periods and how to employ workshop document templates to organize and schedule checkpoint meetings, publish call lists, and track and resolve problems occurring during site rollout periods.

- **Preparing Quality Project Documents —** learn how to prepare and publish quality project documents, including the master project plan, site specifications, work flows, checklists, instructions and procedures, task plans, Gantt charts, staff utilization reports, schedules, progress reports and project presentations.

Begin your rollout project on a solid footing!

Reasons you should attend:

- **Gain Valuable Insight** — learn how others undertake large-scale, multisite IT infrastructure rollouts and deployments.

- **Heighten Project Success** — improve the likelihood of project success by learning and applying proven IT infrastructure rollout project success factors.

- **Reduce Project Duration and Cost** — learn time-saving, cost-reducing and risk-minimizing strategies for undertaking your IT infrastructure rollout project.

- **Develop a Rollout Process Standard** — avoid "re-inventing the wheel" in planning your current and future rollout projects by developing a rollout process standard for your IT department.

- **Receive Expert Advice** — receive one-on-one assistance from a career project manager in planning your IT infrastructure rollout project.

- **Develop Professional Skills** — increase your project management skills and those of your IT department.

Anyone participating in a large-scale, multisite IT infrastructure rollout project should attend this workshop!

To Schedule a Workshop or Acquire Additional Information,
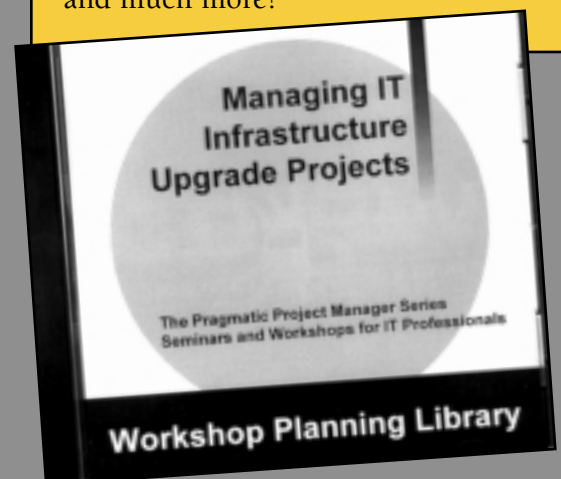Contact: ppmseries@amerisoft.net

Workshop Instructor
Roger Flammang

Mr. Flammang is an IT consultant specializing in business application software development and IT infrastructure rollout project management. Mr. Flammang will apply his knowledge, insight and know-how acquired from over 25 years of project management experience to teach workshop participants how to plan and manage large-scale, multisite IT infrastructure rollout projects.
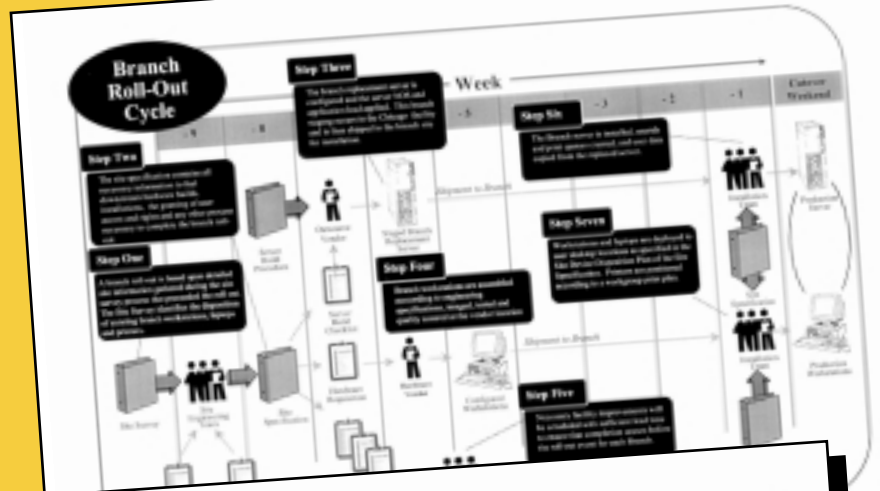
Workshop CD

Each workshop participant will receive a CD-ROM library of project planning and site rollout specification templates including workshop examples, presentation materials and much more!
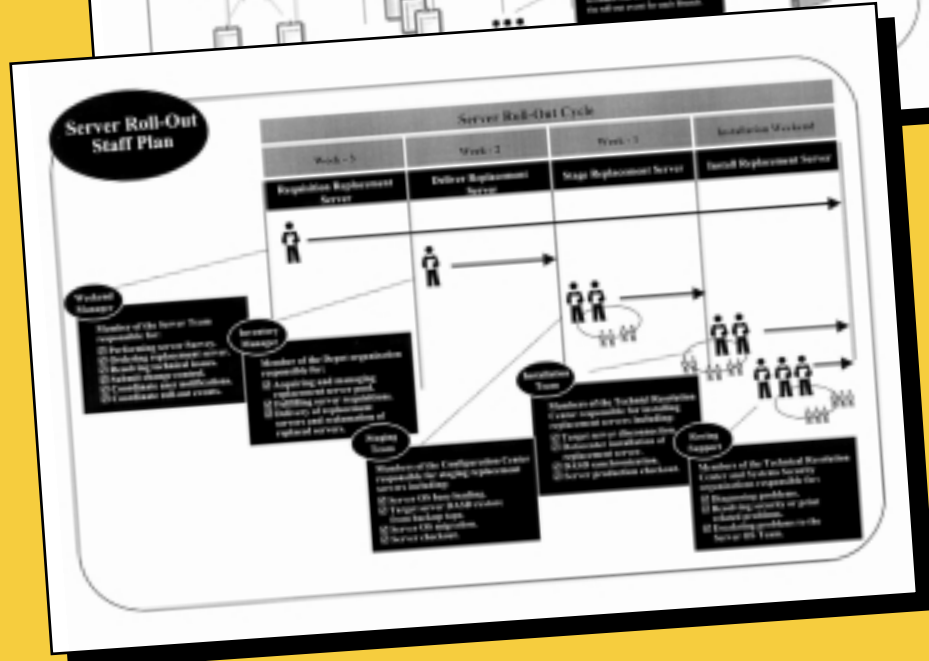
Managing IT Infrastructure Upgrade Projects

The Pragmatic Project Manager Series
Seminars and Workshops for IT Professionals

Workshop Planning Library

Managing IT Infrastructure Rollout Projects

A 2-Day Workshop

Learn how to prepare an IT infrastructure "cookie-cutter" rollout process for use at all rollout sites

Learn how to structure and organize a multi-disciplined project team

Learn how to prepare and publish a rollout project plan and site specifications

Gain valuable insight into how others manage large-scale, multisite IT infrastructure projects