UC Berkeley Project Management Services and Resources

I. Introduction

Project management is the application of knowledge, skills, and techniques to execute projects effectively and efficiently. It's a strategic competency for UC Berkeley, enabling the campus to conduct project that will achieve important goals.[i] Effective projects management is critical to the success of campus IT projects. Good project management can:

- Improve the chance of a project success.
- Create a collaborative environment among project team members in which all participants understand the goals and scope of the project and their roles and responsibilities.
- Encourage consistent and effective communications among project team members, campus stakeholders, and vendors.
- Keep costs and resources within budget.
- Create efficient services.
- Deliver projects on schedule.
- Utilize project resources efficiently and effectively.
- Identify project risks and manage them to eliminate or reduce negative impacts.
- Identify new opportunities and benefits for the campus as the project progresses.
- Ensure that the services and products created by the project have the required level of quality that meet the requirements and expectations of the campus sponsor and stakeholders.

Here is information about resources that can help you develop and employ effective project management practices.

II. Project Management Services

The Technology Program Office (TPO) in the Office of the Chief Information Officer (OCIO) plans, fosters, and coordinates IT projects that serve the needs of the campus community, provides expert project management for campus-wide technology implementation, and brings together people and resources to create innovative ways to apply technology to support the campus mission. The TPO's project managers are available to work on campus IT projects on a recharge basis. If you are interested in engaging the assistance of a TPO project manager for your campus project, please contact Jon Conhaim at (510) 643-225 or by email at conhaim@berkeley.edu.

III. Project Management Guides, Templates and Resources

The Operational Excellence Program Office and the Technology Program Office share a project management guide and associated templates with instructions to be used to manage campus projects. All members of the campus community are welcome to use these resources for their

projects.

IV.   Training Available
A.   UC Berkeley Extension
UC Berkeley Extension offers project management courses, a certificate in project management, and a professional sequence in Agile project management. To learn more about their courses and programs, please visit the UC Berkeley Extension website. Many of these courses can be taken at no cost to the campus staff through the Sponsored Tuition Program. To learn more about this program, please visit the Sponsored Tuition web page

B.   MS Project Management Training
The campus CalPact program offers two classroom-based courses about how to use Microsoft Project. They are:
1. MS Project 1: Creating a Project with Tasks
Course Description:
Learn to build a project plan from scratch, assign resources, set task durations and create linking tasks and constraining tasks. Create and manipulate project plans in Microsoft Project and review project plans using different views.

2. MS Project 2: Managing a Project and Resources
Enhance your MS Project skills by learning to work with resources (people and materials) to accomplish tasks and to manage effort-driven scheduling. You will also learn to view the various reports that come pre-loaded with Microsoft Project, manage an active project in Microsoft Project, and import and export data to and from Microsoft Project and other Microsoft programs such as Excel and Access.

To register for these courses, you should log into the blu portal with your CalNet ID and passphrase. Next, click on the UC Learning Center link in the left-hand navigation. Once on the UC Learning Center website, conduct a search for *MS Project* and select the *Register* button for the course in which you would like to enroll.

C.   eLearn Online Courses
Through the campus e-Learn Berkeley website, the campus offers a number of online courses where you can learn about project management. Listed below are some of the titles of the online courses that are offered. To visit the e-Learn website, log into the blu campus portal with your CalNet ID and passphrase. Next, click on the eLearn link in the left-hand navigation. Once on the eLearn website, conduct a search for your topics of interest. Courses offered include:
1. Project Management Institute's PMBOK Framework

a. IT Project Management Essentials: Introduction to IT Project Management.
b. IT Project Management Essentials: Initiating and Planning IT Projects
c. IT Project Management Essentials: Executing IT Projects
d. IT Project Management Essentials: Testing Deliverables and Closing IT Projects
e. IT Project Management Essentials: Monitoring and Controlling IT Projects
f. IT Project Management Essentials: Managing Risks in an IT Project
g. Advanced Project Management: Building Stakeholder Relationships
h. Advanced Project Management: Building Stakeholder Relationships
i. Advanced Project Management: Project Estimating Techniques
j. Advanced Project Management: Managing Accelerated Projects

2. Scrum Framework and Agile Practices
a. Overview of the Scrum Development Process
b. An Overview of Agile Methodologies
c. Agile Project Management Essentials
d. Agile Planning: Project Initiating and Requirement Gathering
e. Agile Planning: Doing Estimates and Completing the Release Plan
f. Planning and Monitoring Iterations on an Agile Project
g. Ensuring Delivery of Value and Quality in Agile Project
h. Adopting and Agile Approach to Project Management
i. Leading an Agile Team
j. Managing Stakeholder Engagement on an Agile Project

D. Online Books Available on eLearn
The campus eLearn website also offers a variety of project management ebooks. Listed below are a few of the offerings:

1. Project Management Institute's PMBOK Framework
a. *A guide to the Project Management Body of Knowledge* (PMBOK Guide) Fifth Edition
b. *Project Management: A Systems Approach to Planning, Scheduling, and Controlling*, Tenth Edition by Harold Kerner
c. *Effective Project Management: Traditional, Agile, Extreme*, 7th Edition by Robert Wysocki
d. *Identifying and Managing Project Risks: Essential Tools for Failure-Proofing Your Project*, Third Edition by Tom Kendrick

2. Agile and Scrum Project Practices
a. *Project Management the Agile Way : Making It Work in the Enterprise* by John C. Goodpasture

   b. *Scrum in Action*
    by Andrew Pham
   c. *The People's Scrum Agile Ideas for Revolution Transformation*
    by Tobias Mayer
   d. *The Elements of Scrum*
    by Chris Sims and Hilary Louise Johnson

E. eBooks Available from the Campus Library
  Online project management books are also available from the campus Library. To find these books, visit the campus Library's online catalog, [OskiCat](#), and limit your search to materials *Available Online*. Here are some of the books you can find via OskiCat.

   1. Agile and Scrum Project Practices Books Available Via OskiCat
    a. *Project Management the Agile Way : Making It Work in the Enterprise*
     by John C. Goodpasture.
    b. *Scrum in Action*
     by Andrew Pham
    c. *The People's Scrum Agile Ideas for Revolution Transformation*
     by Tobias Mayer
    d. *The Elements of Scrum*
     By Chris Sims and Hilary Louise Johnson

V. Project Management Organizations
  Joining a project management organization is good way to learn more about the latest project management practices and to share your knowledge and experiences with colleagues. Here is information about three prominent project management organizations.

  A. PMI (http://www.pmi.org/)
   Project Management Institute (PMI) is a not-for-profit professional membership association for the project, program, and portfolio management profession. Founded in 1969, PMI is an international organization with over 2.9 million members across the globe. PMI provides services including the development of research, education, and publications. The organization hosts conferences and training seminars. It also offer networking-opportunities in local PMI chapters including those based in [San Francisco](#) and the [Silicon Valley](#).

   PMI creates and maintains project management standards. The most well-known and commonly used is published in *A Guide to the Project Management Body of Knowledge (PMBOK)* which has been recognized by the [American National Standards Institute (ANSI)](#) as a standard for project management.

   PMI offers a number of professional certifications in project management including:

    • [Project Management Professional (PMP)](#)

- PMI Agile Certified Practitioner
- Program Management Professional
- Portfolio Management Professional

Of these certifications, the Project Management Professional (PMP) is the most well-know.

B. Scrum Alliance
The Scrum Alliance provides certification for Scrum roles and practices and information about firms that offer Scrum certification training. Founded in 2001, the organization has more than 300,000 members and cultivates an active community of peers who can help you learn more about Scrum practices. The organization sponsors Scrum user groups and events, both in person and online.

The Scrum Alliance offers several certifications including:
- Certified ScrumMaster
- Certified Product Owner
- Certified Scrum Developer
- Certified Scrum Professional
- Certified Scrum Coach

The Certified ScrumMaster credential is the most commonly held certification.

C. Agile Alliance
The Agile Alliance is a nonprofit organization committed to advancing the use of Agile project management principles and practices. The Agile Alliance supports people who explore and apply Agile principles and practices in order to make the software profession more productive, humane, and sustainable. To learn more learn more about the organization, visit the Agile Alliance website.

VI. Agile Campus Group
If you are interested in learning more about Agile project management methods, you can attend the meetings of the campus group, Agile@Berkeley. This group offers regularly scheduled brown bag sessions about how to apply Agile project management practices. The schedule for brown bag sessions is posted on the group's website which also offers a quick start guide and other helpful resources about the use of Agile of methods.

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i http://www.pmi.org/About-Us/About-Us-What-is-Project-Management.aspx