COIT Project Management Methodology Policy Communication Strategy v1.0

Purpose

The purpose of the communication strategy is to facilitate departmental adoption of the COIT Technology Project Management Policy by providing informational and training opportunities.

Executive Overview
A COIT-sponsored briefing will be presented to departmental financial and technology staff to provide the following:

An overview of the *COIT Project Management Methodology* document including:

- Definitions and concepts
- Templates
- Adoption criteria

Departments may secure Project Management expertise through several options:

- Internal departmental staff, obtained through recruitment and/or training
- External resources, generally contracted via professional services providers
- Collaboration with the Department of Technology

Project Management Training Options:

1) City University (CU): The City has a partnership with San Francisco State University College of Extended Learning (SFSU-CEL) and City College of San Francisco (City College). Through this program the City funds a variety of courses taken at SFSU-CEL and City College. On-line and non-credit courses are provided at no cost to City employees courtesy of City College of San Francisco's Continuing Education Department.

> *Project Management Fundamentals:* Learn about project politics and ethics, project measurements, and project closure. You'll be able to develop all sections of a project plan, you'll become comfortable with the project management body of knowledge, and you'll develop a variety of powerful techniques to generate project ideas.

For more information about the CU curriculum:
http://sfdhr.org/city-university

***2) San Francisco State University*, College of Extended Learning**

Courses include:

- Project Planning and Management Overview
- Microsoft Project Foundation
- Project Estimating, Measures and Controls
- Procurement
- Project Communications Management
- Project Human Resources Management
- Quality Management
- Project Risk Management

For more information about the curriculum:
http://www.cel.sfsu.edu/brochures/summer08/project.pdf
CityUniversitycovers two-thirds of the tuition fees for City employees.

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