

Scandinavian Academy Training Center

Mobile | 00966536473335 : Mobile | 00966112695229 : Phone : 00966552365295
Email | info.en@scandinavianacademy.co Web site:https://scandinavianacademy.co/en :
Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

Course: IT Project Management

Code	City	hotel	Start	End	price	Language - Hours
IT-377SA	Dammam	Hotel Meeting Room	2027-11-14	2027-11-18	9950 SR	En - 25

Why Choose this Course?

The course is intended for professionals in IT technical and non-technical work areas who need to acquire a high competency in IT project management including project control, documentation, tools and processes.

IT Projects are difficult as they demand constant attention and control. IT projects now live in an agile world where things can happen and the project manager must react and deal with these situations. The course is designed to provide the competencies needed to work within the IT project environment.

This course will feature:

- Comprehensive understanding of the various processes of IT project management.
- Advanced set of project management tools & techniques for IT project application at the workplace.
- Working templates, forms and checklists relevant for use in IT projects at their place of work.
- Understand core IT Project management concepts and applications.
- Appraising the value and role of the IT Project Manager.

What are the Goals?

By the end of this course, participants will be able to:

- Understand project management lifecycle, methodology and terminologies.
- Apply project templates for IT project management and control

- Anticipate possible project problems, opportunities, action steps, project contingencies & project risks.
- Appreciate the use of project management software.
- Understand how to implement an IT Project Management Office.

Who is this Course for?

This course is suitable to a wide range of professionals but will greatly benefit:

- Those who are directly involved in planning and implementation of any kind of IT projects
- Those who require an advance set of tools to assist in cost estimation, cost tracking, procurement, contract, risk assessment and management, quality control and scope verification.
- Those who are new to the IT industry and require to understand how to manage / participate in IT projects

How will this be Presented?

This course will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. The course is highly interactive and is carefully designed to provide the best mix of experience, theory and practice in a professional learning environment. The emphasis is on real case studies, and practical applications through “hands-on” action learning. The use of project management software and techniques will be used to help delegates understand project management concepts.

The Course Content

Day One : Background for an IT Project Manager

- IT project life cycle: initializing, planning, execution, monitoring & controlling, and

closing processes
- Waterfall to Agile Project in IT
- Stakeholder conflicts of interest, and how to resolve them
- Selecting project manager and team members
- The role of a Project Management Office(PMO)
- IT Project Leadership, Conflict and Motivation Styles
- Practical Exercise: Personality profiling
- Practical Exercise: Creating a communications management plan

Day Two : Project Initializing and Planning

- Decomposing a project (business) need
- Appraising IT project investments – tangible and intangible quantification techniques
- Developing the IT Requirements
- Developing the Project Schedule
- Estimating and agreeing the project resources
- Analysing the project plan
- Practical Exercise: Creating a project charter for a group project
- Practical Exercise: Constructing a WBS for a group project
- Practical Exercise: Producing a task (work package) listing
- Practical Exercise: Determining resource requirements and task costs
- Practical Exercise: Calculating the Critical Path

Day Three : Managing the Project

- Resource planning – resource scheduling and resource levelling
- Determining roles and responsibilities for team members
- Risk and Issue Management – identifying and controlling
- Issue and change management processes
- Controlling the Project Status
- Managing project vendors
- Practical Exercise: Resource leveling assignment

- Practical Exercise: Creating a human resource management plan
- Practical Exercise: Risk brainstorming exercise and creating a risk register
- Practical Exercise: Creating a statement of work (SOW) for contractors and vendors
- Practical Exercise: Developing a formal project plan, and get approval

Day Four : Executing the Project

- Executing the project plan
- Distribute project information to stakeholders – management and technical reports
- The change control system (change management plan)
- Project performance measurement
- Create performance measurement report
- Baseline techniques / Earned Value Analysis (EVA)
- Practical Exercise: Creating a technical report
- Practical Exercise: Creating a management report
- Practical Exercise: Creating a change request
- Practical Exercise: Creating a performance report

Day Five : Closing the Project

- Validating the Scope
- Contract close-out administration - procurement audits
- Verifying the Product
- Monitoring Customer Satisfaction
- How to use Lesson Learnt
- Practical Exercise: Creating a formal acceptance document
- Practical Exercise: Creating a handover acceptance document
- Practical Exercise: Creating a lessons learned document

The Scandinavian Academy for Training Center adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training Center.

Program Timings: 9:00 AM to 2:00 PM

The program includes:

- A daily buffet provided during the sessions to ensure participants comfort.
- A closing ceremony on the final day to distribute certificates and celebrate participants achievements.
- **Note: All prices are exclusive of 15% Value Added Tax (VAT).**

Our Success Partners

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المملكة العربية السعودية - الرياض - حي الخليج - شارع الشيخ عبد العزيز بن عبد الرحمن بن بشر - 13223 - مكتب رقم 5
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