

IT PROJECT MANAGEMENT

““Delivering IT Projects On Time, Within Budget, and to Business Value Expectations””

Schedule

Date	Venue	Fees (Face-to-Face)
01 - 05 Feb 2026	Manama, Bahrain	USD 3,495 per delegate
24 - 28 Aug 2026	Dubai, UAE	USD 3,495 per delegate
14 - 18 Sep 2026	Dubai, UAE	USD 3,495 per delegate

► **Available delivery methods:** Face-to-Face & Online Training

Introduction

Information Technology projects often face the challenge of rapid change, evolving requirements, cross-functional complexity, and time-critical delivery. Success depends not only on technical execution but on the strength of the project manager's ability to manage scope, stakeholders, risks, and teams.

This five-day course is designed to equip professionals with the core tools, frameworks, and strategies needed to manage IT projects from initiation to closure. Participants will explore best practices aligned with PMI® standards, agile principles, and technology project realities, preparing them to lead projects with clarity, structure, and confidence.

Objectives

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

- Understand the full IT project lifecycle from initiation to closure.
- Apply key project management processes: scope, time, cost, quality, risk, and procurement.
- Build work breakdown structures, schedules, and resource plans.
- Manage project stakeholders, communications, and expectations.
- Apply agile concepts and hybrid approaches for technology projects.
- Use real-world tools such as Gantt charts, risk logs, and project dashboards.

Why Attend

- Lead IT projects with more structure, confidence, and delivery focus.
- Improve planning, prioritization, and communication across teams.
- Gain tools to manage scope creep, schedule slippage, and resource overload.
- Bridge the gap between technical teams and business users.
- Enhance your leadership in a project-driven environment.

Target Audience

This program is designed for:

- IT project managers and coordinators
- IT team leads and delivery managers
- Technical professionals transitioning into project roles
- Business analysts and solution architects
- Anyone managing IT initiatives across software, infrastructure, or systems

Individual Benefits

Key competencies that will be developed include:

- Project scoping and requirement gathering
- Time and resource scheduling
- Agile and traditional project control techniques
- Stakeholder management and reporting
- Change, quality, and risk management

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved on-time and on-budget IT project delivery
- More accurate forecasting and risk mitigation
- Stronger collaboration between IT and business functions
- Clearer documentation and project visibility
- Increased customer and stakeholder satisfaction

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Instructor-led Lectures - IT project management principles and methods
- Templates - Project charters, RAID logs, Gantt charts, and WBS structures
- Group Exercises - Planning, scheduling, stakeholder mapping
- Case Studies - IT project success and failure reviews
- Interactive Labs - MS Project, Excel, and Agile boards
- Coaching - Project documentation review and facilitator feedback

MAWA EVENTS

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Course Outline

Training Hours: 7:30 AM - 3:30 PM

Daily Format : 3-4 Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 - 02:00

Day 1: Foundations of IT Project Management

• **Module 1: Understanding IT Project Environments**

- IT project characteristics and challenges
- Stakeholder roles and project governance
- Types of IT projects: software, hardware, systems

• **Module 2: Project Initiation and Scope Planning**

- Project charter, business case, and sponsor alignment
- Defining project objectives, scope, and deliverables
- Managing assumptions and constraints

• **Module 3: Requirements and Work Breakdown Structure (WBS)**

- Eliciting functional and non-functional requirements
- Creating and validating WBS
- Using WBS for cost and time estimation

• **Module 4: Workshop - Project Charter & Scope Definition**

- Participants draft a real or fictional project scope

Day 2: Scheduling, Resourcing, and Agile Integration

• **Module 5: Time Management and Scheduling Tools**

- Estimation techniques (PERT, analogous, three-point)
- Network diagrams, critical path, and Gantt charts
- Task sequencing and resource allocation

• **Module 6: Agile and Hybrid Approaches**

- Agile principles, ceremonies, and user stories
- Combining agile with traditional methods
- Selecting the right delivery approach

• **Module 7: Resource and Cost Planning**

- Resource calendars, loading, and leveling
- Budgeting and tracking cost performance
- Trade-offs between cost, quality, and speed

• **Module 8: Lab - Schedule and Agile Planning Exercise**

- Develop a project schedule and backlog board

Day 3: Quality, Communication & Risk Management

• **Module 9: Quality Management in IT Projects**

- QA vs. QC in system implementation
- Deliverable validation and user acceptance
- Continuous improvement in project lifecycle

• **Module 10: Stakeholder Engagement and Communication**

- Identifying and analyzing stakeholders
- Creating communication plans
- Managing expectations and conflicts

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Module 11: Risk and Issue Management

- Identifying, assessing, and prioritizing risks
- Creating mitigation and contingency plans
- Maintaining a RAID log

Module 12: Exercise - Risk and Communication Strategy

- Teams build and present a stakeholder-risk matrix

Day 4: Procurement, Change & Execution Management**Module 13: IT Project Procurement and Vendor Oversight**

- Contracting models and procurement planning
- Managing third-party relationships
- SLAs, deliverables, and performance review

Module 14: Change Control and Version Management

- Scope change process and control boards
- Versioning tools and configuration control
- Avoiding scope creep and alignment drift

Module 15: Executing and Monitoring Projects

- Tracking KPIs and project dashboards
- Status reporting and milestone tracking
- Handling team performance issues

Module 16: Simulation - Mid-Project Health Check

- Analyze a troubled project and present recovery plan

Day 5: Closure, Lessons Learned & Leadership**Module 17: Project Closure and Knowledge Transfer**

- Closure checklist and administrative wrap-up
- Capturing lessons learned
- Transition to operations or support

Module 18: Leading IT Project Teams

- Motivating cross-functional teams
- Managing distributed and virtual teams
- Conflict resolution and feedback

Module 19: Project Audit and Maturity Review

- Audit scope and traceability
- Maturity models and self-assessment
- Continuous improvement tools

Module 20: Course Wrap-Up and Certification Briefing

- Participant action plans and final reflection
- Issuance of certificates and feedback session

Certification

Participants who complete the program will receive a Certificate of Completion in **IT Project Management**, validating their ability to initiate, plan, execute, monitor, and close IT projects using best-practice project management methodologies.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

<p>In-House / Customized Training</p> <p>Interested in running this course for your team?</p> <p>Please contact us:</p>	<p>TEL:</p> <p>+601116373203</p>	<p>EMAIL:</p> <p>info@mawaevents.net</p>
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