

ESSENTIAL PM TOOLS & TECHNIQUES: MASTERING WATERFALL, AGILE & HYBRID METHODS

"Equipping Project Leaders to Deliver Value Through Versatile and Modern Methodologies"

Schedule

Date	Venue	Fees (Face-to-Face)
18 - 22 May 2026	Dubai, UAE	USD 3495 per delegate

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

Introduction

As projects grow in complexity and urgency, today's project managers must be fluent in a range of delivery methodologies. This comprehensive training empowers professionals with the tools, templates, and techniques to confidently manage projects using Waterfall, Agile, and Hybrid approaches.

From project initiation through to execution and closure, this hands-on course blends structured PM tools with flexible Agile practices to equip participants for success across diverse project environments. It also aligns with global best practices from PMI® and the Agile Alliance, preparing attendees to lead with confidence in any delivery framework.

Objectives

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

- Apply structured PM tools across Waterfall, Agile, and Hybrid project lifecycles
- Define scope, schedule, and resources using Work Breakdown Structures (WBS), Gantt charts, and Kanban boards
- Select the right methodology for the project environment and stakeholder needs
- Track project performance using KPIs, dashboards, and control tools
- Adapt communication and reporting styles across predictive and adaptive teams

Why Attend

- Gain practical mastery of essential tools like WBS, RAID logs, Kanban, and burn-down charts
- Learn when and how to apply Waterfall, Agile, and Hybrid methods effectively
- Enhance collaboration across technical, non-technical, and cross-functional teams
- Access real-world templates, case studies, and toolkits for immediate use
- Build confidence in managing change, risk, and stakeholder expectations

Target Audience

This program is designed for:

- Project managers and coordinators managing diverse portfolios
- Team leads, PMO staff, and project support professionals
- Professionals transitioning between traditional and Agile environments
- IT, engineering, construction, and operations project teams
- Anyone preparing for PMI certifications or seeking practical delivery skills

Individual Benefits

Key competencies that will be developed include:

- Project planning, scheduling, and resource allocation
- Agile backlog management, sprint planning, and retrospectives
- Development of status reports, dashboards, and risk controls
- Methodology selection and stakeholder engagement strategies
- Confidence in leading cross-functional, multi-method teams

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved project delivery timelines and scope control
- Stronger alignment of project methods to business needs
- Enhanced stakeholder communication and satisfaction
- More agile, adaptable project teams and governance
- Increased consistency in project execution across departments

Instructional Methodology

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

- Strategy Briefings - Lifecycle models, toolkits, and governance frameworks
- Case Studies - IT, engineering, and hybrid project challenges
- Workshops - Scope definition, sprint planning, change control
- Peer Exchange - Project management failures, lessons learned
- Tools - Gantt charts, Kanban boards, RAID logs, stakeholder maps

Course Outline

Training Hours: 7:30 AM - 3:30 PM Daily Format: 3-4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 - 02:00

Day 1: Project Management Frameworks & Methodology Selection

- Module 1: Overview of Predictive, Agile & Hybrid Models (07:30 - 09:30) • PMBOK®, Scrum, Lean, and hybrid approaches explained
- Module 2: Project Lifecycle and Stakeholder Engagement (09:45 - 11:15) • Initiation, stakeholder mapping, communication plans
- Module 3: Choosing the Right Method for the Project (11:30 - 01:00) • Environmental factors, team readiness, project constraints
- Module 4: Workshop - Methodology Matching Exercise (02:00 - 03:30) • Analyze real projects and choose optimal delivery approach

Day 2: Planning Tools - Waterfall and Agile Techniques

- Module 5: Defining Scope and Deliverables (07:30 - 09:30) • Work Breakdown Structures (WBS), product requirements
- Module 6: Scheduling with Gantt Charts & Critical Path (09:45 - 11:15) • Sequencing tasks, duration estimates, dependencies
- Module 7: Agile Planning - User Stories and Sprints (11:30 - 01:00) • Product backlog, sprint cycles, velocity tracking
- Module 8: Workshop - Build a Hybrid Project Plan (02:00 - 03:30) • Mix waterfall milestones with agile deliverables

Day 3: Execution & Team Management

- Module 9: Managing Resources and Team Roles (07:30 - 09:30) • Responsibility assignment matrix (RACI), team collaboration
- Module 10: Communication and Meeting Cadence (09:45 - 11:15) • Daily standups, status reports, stakeholder updates
- Module 11: Monitoring Progress with Tools (11:30 - 01:00) • Burndown charts, dashboards, earned value basics
- Module 12: Workshop - Simulate a Sprint + Status Meeting (02:00 - 03:30) • Run a mock iteration and stakeholder review

Day 4: Change, Risk, and Control

- Module 13: Risk Identification and Mitigation Plans (07:30 - 09:30) • RAID logs, probability/impact scoring
- Module 14: Change Management in Waterfall vs Agile (09:45 - 11:15) • Change control boards, backlog reprioritization
- Module 15: Managing Issues and Conflict (11:30 - 01:00) • Escalation paths, conflict resolution, communication
- Module 16: Workshop - Risk & Change Simulation (02:00 - 03:30) • Respond to live case study of project disruption

Day 5: Project Closure, Handover & Performance Review

- Module 17: Project Closeout and Documentation (07:30 - 09:30) • Lessons learned, final reporting, stakeholder sign-off
- Module 18: Evaluating Project Success (09:45 - 11:15) • Post-project review, benefits realization
- Module 19: Hybrid Project Governance & Maturity Models (11:30 - 01:00) • Scaling agile, portfolio alignment, PMO integration
- Module 20: Final Workshop - Build Your PM Toolkit (02:00 - 03:30) • Template pack: RAID log, Gantt, backlog, stakeholder matrix

Certification

Participants will receive a Certificate of Completion in Essential PM Tools & Techniques: Mastering Waterfall, Agile & Hybrid Methods, validating their ability to lead projects using structured, agile, or hybrid approaches with practical tools tailored to real-world delivery demands.

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