

MANAGING IT PROJECTS EFFECTIVELY

“Delivering Technology Projects On-Time, Within Budget, and to Specification”

Schedule

Date	Venue	Fees (Face-to-Face)
22 - 26 Jun 2026	Dubai, UAE	USD 3495 per delegate

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

Introduction

IT projects present unique challenges—tight timelines, evolving scopes, rapid technological change, and multiple stakeholders with competing priorities. This course equips professionals with practical tools, frameworks, and leadership strategies to manage IT projects effectively from initiation to closure.

Using a blend of predictive, agile, and hybrid project management practices, participants will gain hands-on experience in planning, executing, monitoring, and adapting IT projects to meet business goals and technical requirements.

Objectives

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

- Define, plan, and initiate IT projects using structured methodologies
- Balance scope, time, cost, and quality while managing risks and stakeholders
- Leverage both Waterfall and Agile approaches in IT project delivery
- Track project progress using KPIs, dashboards, and earned value metrics
- Facilitate collaboration between business users, developers, and vendors

Why Attend

- Gain confidence in leading IT projects across complex environments
- Master tools for managing scope creep, technical risks, and vendor dependencies
- Explore hybrid delivery models for fast-paced digital initiatives
- Use real-world case studies and templates that are immediately applicable
- Enhance your project leadership capabilities in cross-functional teams

Target Audience

This program is designed for:

- IT project managers and team leads
- Business analysts and system integrators
- Software development managers and scrum masters
- Project sponsors, product owners, and delivery managers
- Anyone involved in managing technology-driven change initiatives

Individual Benefits

Key competencies that will be developed include:

- End-to-end project lifecycle planning and execution
- Stakeholder management and communication strategies
- Agile and hybrid project delivery techniques
- Issue tracking, change control, and vendor management
- Use of PM tools such as MS Project, Jira, or Trello

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Faster delivery of IT solutions aligned to business needs
- Improved project governance and quality assurance
- Better coordination between technical and business teams
- Reduced project delays and scope overruns
- Standardized reporting and project tracking practices

Instructional Methodology

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

- Strategy Briefings - Methodologies, governance models, and toolkits
- Case Studies - Successful and failed IT projects across industries
- Workshops - Build project plans, define user stories, and map dependencies
- Peer Exchange - Share lessons learned from tech project delivery
- Tools - Gantt charts, risk logs, RAID registers, sprint boards

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: Initiating and Planning IT Projects

- Module 1: Characteristics of IT Projects (07:30 - 09:30) • Types, risks, lifecycle differences, governance
- Module 2: Project Charter and Requirements Gathering (09:45 - 11:15) • Stakeholder identification, business case, goals
- Module 3: Scope Management and WBS Design (11:30 - 01:00) • WBS, backlog, deliverables, estimation
- Module 4: Workshop - Draft an IT Project Charter (02:00 - 03:30) • Real or hypothetical project scoping

Day 2: Scheduling, Budgeting, and Resource Planning

- Module 5: Time Management and Scheduling (07:30 - 09:30) • CPM, Gantt charts, milestones, buffers
- Module 6: Cost Estimation and Budget Control (09:45 - 11:15) • Budgets, baselines, variance tracking
- Module 7: Resource and Vendor Management (11:30 - 01:00) • Internal teams, outsourcing, third-party contracts
- Module 8: Workshop - Create a Project Schedule & Budget (02:00 - 03:30) • Use templates/tools for time-cost planning

Day 3: Risk, Quality & Communication

- Module 9: IT Project Risk Management (07:30 - 09:30) • RAID logs, contingency, impact analysis
- Module 10: Quality Management and Testing Cycles (09:45 - 11:15) • UAT, regression testing, defect tracking
- Module 11: Communication and Collaboration Plans (11:30 - 01:00) • Stakeholder comms, escalation, collaboration
- Module 12: Workshop - Build a Risk & Communication Plan (02:00 - 03:30) • Identify project-specific risks and comms flow

Day 4: Agile, Hybrid & Execution Control

- Module 13: Agile, Scrum, and Kanban in IT Projects (07:30 - 09:30) • Sprints, product backlog, daily stand-ups
- Module 14: Hybrid Delivery Models and Governance (09:45 - 11:15) • Mixed-method environments and control
- Module 15: Monitoring Progress and Earned Value (11:30 - 01:00) • SPI, CPI, EVM basics for tech teams
- Module 16: Workshop - Plan an Agile Sprint or Hybrid Roadmap (02:00 - 03:30) • Hands-on use of agile board or hybrid templates

Day 5: Closing, Evaluation & Continuous Improvement

- Module 17: Change Management in IT Projects (07:30 - 09:30) • CRs, versioning, scope negotiation
- Module 18: Project Closure and Post-Mortem (09:45 - 11:15) • Sign-off, lessons learned, benefits realization
- Module 19: Final Group Exercise - Simulate IT Project Execution (11:30 - 01:00) • Troubleshooting, prioritization, delivery
- Module 20: Wrap-Up, Final Review & Certificate Briefing (02:00 - 03:30) • Q&A, action plans, certificate guidance

Certification

Participants will receive a Certificate of Completion in Managing IT Projects Effectively, confirming their ability to plan, execute, and control IT projects using structured and agile-based methodologies in real-world environments.

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