



**SCANDINAVIAN ACADEMY**  
For Training and Development

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# Course: Mastering IT Project Management

| Code   | City                | Hotel              | Start      | End        | Price  | Language - Hours |
|--------|---------------------|--------------------|------------|------------|--------|------------------|
| IT-843 | Vienna<br>(Austria) | Hotel Meeting Room | 2026-05-11 | 2026-05-22 | 8950 € | En - 50          |

## Why Choose This Course?

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

IT projects are complex and require continuous monitoring and control. They exist in an agile world where unexpected challenges can arise, requiring the project manager to respond effectively. This course provides the necessary competencies to navigate and succeed in the IT project environment.

## Key Features of This Course:

- Comprehensive understanding of IT project management processes.
- Advanced project management tools and techniques applicable in IT projects.
- Practical templates, forms, and checklists for IT project implementation.
- In-depth knowledge of IT project management concepts and methodologies.
- Insights into the value and role of IT project managers.

## Course Goals

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

- Understand the project management lifecycle, methodologies, and terminologies.
- Apply project management templates for IT project control.
- Identify potential project risks, opportunities, action steps, and contingencies.



- Utilize project management software effectively.
- Implement and manage an IT Project Management Office (PMO).

## Who Should Attend?

This course is ideal for:

- Professionals involved in IT project planning and implementation.
- Individuals needing advanced tools for cost estimation, risk assessment, procurement, contracts, quality control, and scope management.
- Newcomers to the IT industry who need to understand project management fundamentals.

## Course Content

### Day 1: Introduction to IT Project Management

- Understanding the IT project lifecycle: initiation, planning, execution, monitoring, and closing.
- Transitioning from Waterfall to Agile project methodologies.
- Managing stakeholder interests and resolving conflicts.
- Selecting the right project manager and team members.
- The role of a Project Management Office (PMO).
- Leadership, conflict resolution, and motivation in IT project management.
- Personality profiling for project leadership.
- Creating a communication management plan.

### Day 2: IT Project Initiation and Planning

- Breaking down a project's business needs.
- Evaluating IT project investments using tangible and intangible quantification techniques.



- Developing IT requirements and defining project scope.
- Creating project schedules and estimating resources.
- Conducting project plan analysis.
- Developing a project charter.
- Constructing a Work Breakdown Structure (WBS).
- Creating a task list and estimating resource requirements.
- Determining the project's Critical Path.

### **Day 3: Managing Project Resources and Risks**

- Resource planning, scheduling, and leveling.
- Defining roles and responsibilities for team members.
- Identifying and managing project risks and issues.
- Implementing issue and change management processes.
- Tracking and controlling project status.
- Managing project vendors and suppliers.
- Resource leveling and assignment.
- Developing a human resource management plan.
- Conducting a risk assessment and creating a risk register.
- Creating a Statement of Work (SOW) for vendors and contractors.

### **Day 4: Project Execution and Change Management**

- Executing the project plan and tracking progress.
- Managing project information flow and stakeholder reporting.
- Implementing change control systems.
- Measuring project performance using Earned Value Analysis (EVA).
- Creating project progress and performance reports.
- Drafting change request documents.
- Developing stakeholder communication reports.



## **Day 5: Closing the Project**

- Validating project scope and deliverables.
- Contract closure and procurement audits.
- Verifying final project deliverables.
- Monitoring customer satisfaction and evaluating success.
- Implementing lessons learned for future projects.
- Preparing formal acceptance and project handover documents.
- Documenting lessons learned and best practices.

## **Day 6: Advanced Agile and Scrum Methodologies**

- Introduction to Agile frameworks and Scrum methodology.
- Implementing Agile project planning and backlog prioritization.
- Managing sprints, stand-ups, and retrospectives.
- Handling Agile team roles and responsibilities.
- Conducting a mock sprint planning session.
- Developing an Agile backlog and prioritization matrix.

## **Day 7: Budgeting and Cost Control in IT Projects**

- Understanding IT project financial management.
- Budget estimation techniques and cost tracking.
- Financial risk assessment and cost control mechanisms.
- Creating a project budget and cost-tracking report.
- Analyzing financial risks in a simulated IT project.

## **Day 8: IT Project Governance and Compliance**

- Understanding IT project governance frameworks.
- Compliance requirements for IT projects (ISO, GDPR, ITIL, etc.).
- Implementing security and regulatory compliance measures.
- Conducting an IT governance audit.



- Developing a compliance checklist for an IT project.

## **Day 9: Crisis Management and Problem-Solving in IT Projects**

- Identifying early warning signs of project failure.
- Crisis management strategies for IT projects.
- Rapid problem-solving techniques and mitigation strategies.
- Conducting a crisis simulation for an IT project.
- Developing a project risk mitigation plan.

## **Day 10: Final Case Study**

- Reviewing all IT project management concepts.
- Conducting a real-world IT project case study.
- Final assessment and project presentation.



The Scandinavian Academy for Training and Development 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 and Development.

### **Program Timings:**

- 9:00 AM to 2:00 PM in Arab cities.
- 10:00 AM to 3:00 PM in European and Asian cities.

### **The program includes:**

- A daily buffet provided during the sessions to ensure participants comfort.