



SCANDINAVIAN ACADEMY
For Training and Development

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Course: Managing IT Projects Effectively

| Code | City | hotel | Start | End | price | Hours |
|------|-------------------------|--------------------|------------|------------|--------|-------|
| 695 | Zurich (Switzerland) | Hotel Meeting Room | 2025-06-23 | 2025-06-27 | 5450 € | 25 |

Why Attend

This course aims to provide participants with the knowledge and the skills needed to successfully manage an Information Technology (IT) project from inception to closure. Participants in this interactive course will learn all the critical tools and techniques required to play a leading role as an IT project manager. We will cover essential topics such as analyzing requirements, preparing project plans, developing project budgets, leading the project team, managing IT project design, and evaluating the overall performance.

Course Methodology

This course relies on individual and group exercises aimed at helping participants learn all the critical activities related to contract management. The course also features several case studies and role-plays by participants, followed by discussions. In addition, this course incorporates pre-and post-testing.

Course Objectives

- Manage information technology projects using different project management methodologies
- Prepare the business case of IT projects to ensure justification and feasibility
- Relate project requirements and objectives to stakeholders' needs in a clear and compelling manner
- Explain fundamental project planning activities and set realistic, measurable



objectives using predictive and agile methodologies

- Identify the role of the project manager during the design phase of the project
- Outline the activities during the execution phase of a project and establish an effective control process to ensure execution and delivery are in line with the project plans

Target Audience

Project managers and senior IT professionals who seek to manage IT projects or broaden their knowledge in critical project management functions. This course is designed to complement the technical expertise of IT professionals involved in an IT project with the necessary project management skills.

Target Competencies

- Project management
- IT management
- Developing project planning and scheduling
- Understanding project costing
- Capital budgeting
- Developing project controls
- Risk management

Course outline :

Overview of IT Project Management

- How are IT projects different?
- Risks associated with IT projects
- System development life cycle
 - Waterfall model



- Incremental model
- Basic iterative model
- Agile development model

Project Concept

- Developing the business case
- Identifying stakeholders
- Establishing conceptual solutions
- Project charter

Project Requirements

- Functional requirements
- Technical requirements
- Techniques for gathering requirements
- Analyzing and prioritizing requirements
- Documentation requirements

Project Planning

- Building work breakdown structure
- Critical path analysis
- Gantt charts
- Resource planning
- Agile project planning
 - Product roadmap
 - Release and iteration planning
- Risk management and disaster recovery planning

Project Design

- Developing preliminary design



- Prototyping IT solutions
- Design criteria
- Solution alternatives: Build, buy or outsource

Project Implementation and Delivery

- Managing the project team
- System testing
- Change management
- Delivery conversion strategy
- Acceptance testing
- Developing the “go-live” transitioning
- Project closeout



The Scandinavian Academy for Training and Development employs modern methods in training and skills development, enhancing the efficiency of human resource development. We follow these practices:

• **Theoretical Lectures:**

- We deliver knowledge through advanced presentations such as PowerPoint and visual materials, including videos and short films.

• **Scientific Assessment:**

- We evaluate trainees skills before and after the course to ensure their progress.

• **Brainstorming and Interaction:**

- We encourage active participation through brainstorming sessions and applying concepts through role play.

• **Practical Cases:**

- We provide practical cases that align with the scientific content and the participants specific needs.

• **Examinations:**

- Tests are conducted at the end of the program to assess knowledge retention.

• **Educational Materials:**

- We provide both printed and digital scientific and practical materials to participants.

• **Attendance and Final Result Reports:**

- We prepare detailed attendance reports for participants and offer a comprehensive program evaluation.

• **Professionals and Experts:**

- The programs scientific content is prepared by the best professors and trainers in various fields.

• **Professional Completion Certificate:**

- Participants receive a professional completion certificate issued by the Scandinavian Academy for Training and Development in the Kingdom of Sweden, with the option for international authentication.

• **Program Timings:**

- Training programs are held from 10:00 AM to 2:00 PM and include coffee break sessions during lectures.