



أكاديمية الزمالة العربية البريطانية  
Arab British Academy Fellowship  
A.B.A.F





# Managing IT Projects Effectively



## Why Attend

The overall aim of this course is 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 such as analyzing the requirements, preparing project plans, developing project budgets, leading the project team and evaluating the overall performance.

## Course Methodology

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

## Course Objectives

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

- Manage information technology projects using different project management methodologies
- Evaluate the business case of IT projects to ensure feasibility and proper justifications
- Relate project requirements and objectives to stakeholders' needs in a clear and compelling manner
- Explain fundamental project planning activities and processes and set realistic measurable objectives in terms of time and cost using proven project planning techniques
- Identify the role of the project manager during the design and the implementation phases of the project



- Outline all the activities during the execution phase of a project and establish an effective control process to ensure execution in line with the project plans

## Target Audience

Project managers and senior IT professionals who seek to manage small to large size IT projects or to broaden their knowledge in the key project management functions. This course is designed to complement the technical knowledge of IT professionals involved in an IT project with the necessary project management skills. Meirc is assigned as a Registered Educational Provider (REP) with the Project Management Institute (PMI®). This course is worth 30 Professional Development Units (PDUs).

## Target Competencies

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



- Overview of IT project management
  - Defining project management terminologies
  - Common project characteristics
  - Working with end users
  - Skills needed by IT project manager
  - Challenges in IT project management
  - IT project life cycle
  - IT project structure
  - IT project manager roles and responsibilities
- Project concept



- Assessing business needs and opportunities
- Developing project concept
- Evaluating financial benefits and costs
- Identifying stakeholders
- Establishing conceptual solutions
- Developing the business case
  
- **Project requirements**
  - Gathering and defining requirements
  - Functional and non-functional requirements
  - Analyzing and prioritizing requirements
  - Documenting requirements
  
- **Project planning**
  - Building work breakdown structure
  - Estimating project duration and resources
  - Activity sequencing
  - Network diagram
  - Critical path analysis
  - Schedule planning
  - Gantt charts
  - Milestone charts
  - Resource planning
  - Resource leveling
  - Cost estimating
  - Risk management planning
  - Subsidiary management plans
  
- **Project design**
  - Developing preliminary design
  - Performing gap analysis
  - Prototyping IT solution
  - Preparing technical specifications documentation
  - Design techniques
  - Solution alternatives
  
- **Project implementation and closeout**
  - Managing project team
  - Conflict management
  - Managing stakeholders
  - Managing schedule
    - Managing cost
    - Administering contracts
    - Earned value analysis



- Guidelines for regaining project control
- Performing quality assurance
- System testing
- Change management
- Delivery and transitioning
- Administrative and contractual closeout phase
- Guidelines for project closeout



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