

PROJECT MANAGEMENT | COURSE BROCHURE

IT Project Management

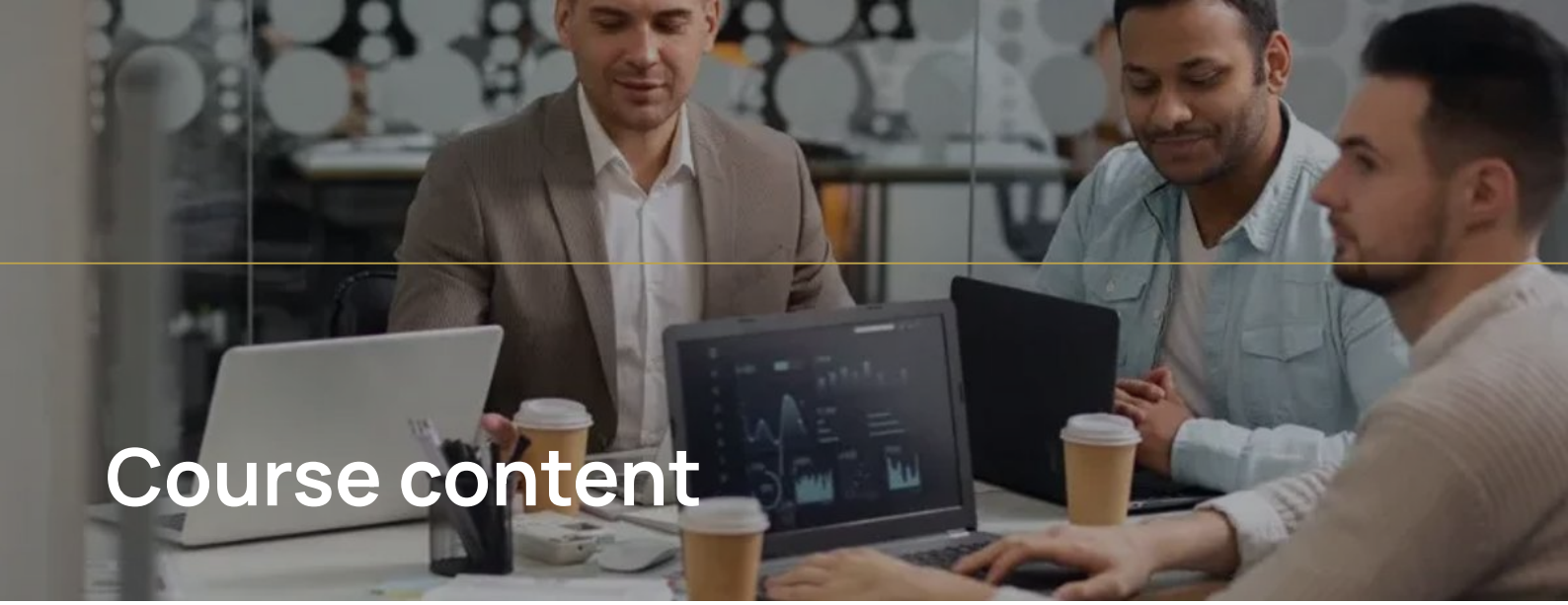
5 days | Classroom training | English

SMART HORIZON

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London W2 6BD, United Kingdom

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Course content

Why attend

This course provides a comprehensive overview of IT Project Management, focusing on methodologies, tools, and techniques essential for successful project delivery. Participants will engage in practical scenarios to develop skills in planning, executing, monitoring, and closing IT projects effectively.

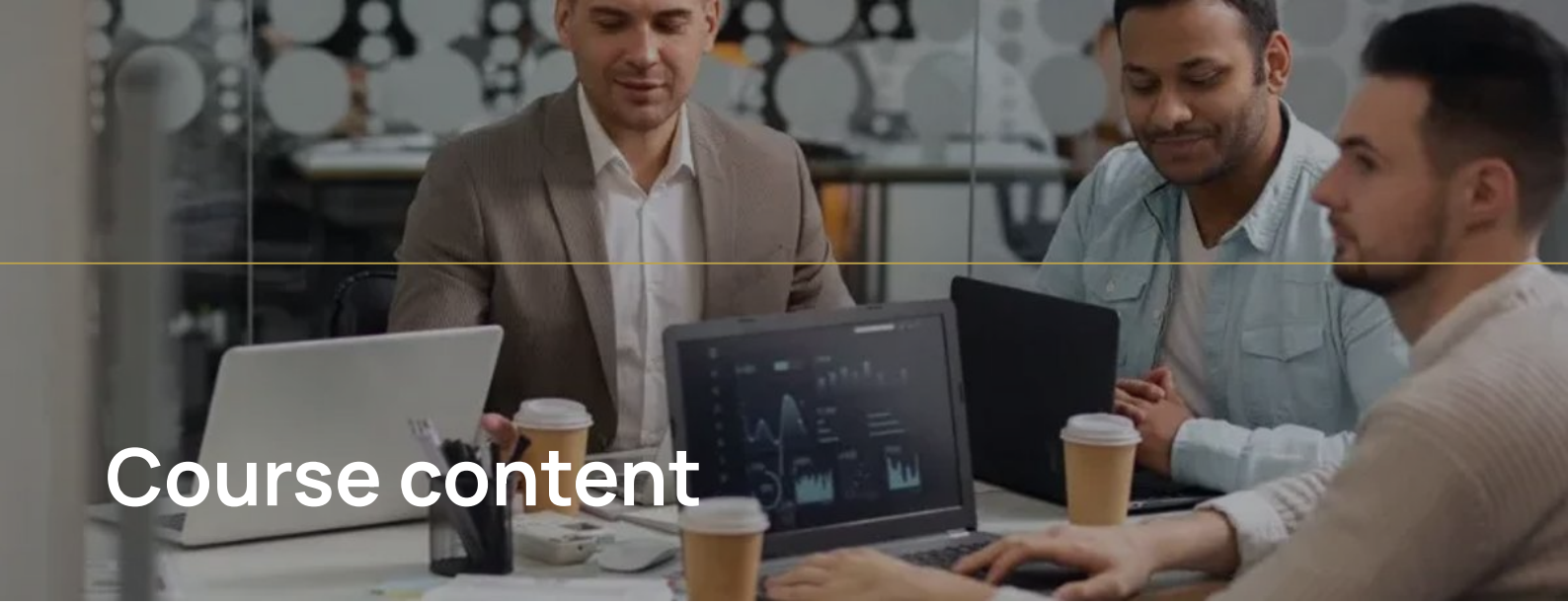
IT projects often face challenges such as scope creep, budget overruns, and missed deadlines, which can significantly impact business operations and stakeholder satisfaction. Understanding how to manage these issues is crucial for project managers to ensure project success and alignment with organisational goals. Participants will explore real-world scenarios where they must identify potential pitfalls, develop risk mitigation strategies, and make informed decisions that enhance project outcomes. This course equips professionals with the necessary skills to navigate complex project landscapes, ensuring they can lead teams effectively and deliver projects that meet both time and quality standards.
Effective IT project management requires a blend of technical knowledge and interpersonal skills. Participants will practice essential project management tasks, including risk assessment, resource allocation, and stakeholder communication. By enhancing their capabilities in these areas, they will be better equipped to lead IT projects from inception to completion. This includes making critical decisions regarding project scope adjustments, managing team dynamics, and ensuring stakeholder engagement throughout the project life cycle. The course focuses on practical applications, allowing participants to apply their learning directly to their work environments, thereby improving project delivery and overall business performance.

Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

Course methodology

The course employs a blend of interactive workshops, case studies, and practical exercises to build participants' project management capabilities. Participants will engage in simulations that mimic real-world project scenarios, allowing them to apply methodologies such as Agile and Waterfall. Specific exercises will include developing project charters, creating Gantt charts, and conducting risk assessments. Outputs will include project plans, risk management frameworks, and stakeholder communication strategies, providing tangible evidence of learning and practical skills that can be applied immediately in their roles. This hands-on approach ensures that participants not only learn theoretical concepts but also gain confidence in applying them effectively in their professional settings.



Course content

Course objectives

By the end of this course, participants will be able to:
• Analyse project requirements to construct a comprehensive project charter that aligns with business goals.
• Design a project schedule using Gantt charts and critical path analysis to ensure timely delivery.
• Assess project risks and develop mitigation strategies for identified issues to enhance project resilience.
• Prioritise project tasks based on resource availability and stakeholder impact to optimise project execution.
• Compare Agile and Waterfall methodologies to justify the appropriate approach for specific projects based on context.
• Calculate project budgets and forecast resource allocation effectively to ensure financial control.
• Evaluate project performance metrics to inform decision-making and adjustments throughout the project life cycle.
• Communicate project status and updates to stakeholders using appropriate tools and techniques for transparency.

Target audience

This course is suitable for:
• IT Project Managers responsible for overseeing project delivery and ensuring alignment with business objectives.
• Business Analysts involved in project requirements gathering and analysis to support project success.
• Software Developers participating in project execution and delivery, requiring an understanding of project management principles.
• Quality Assurance Professionals ensuring project outputs meet standards and align with stakeholder expectations.

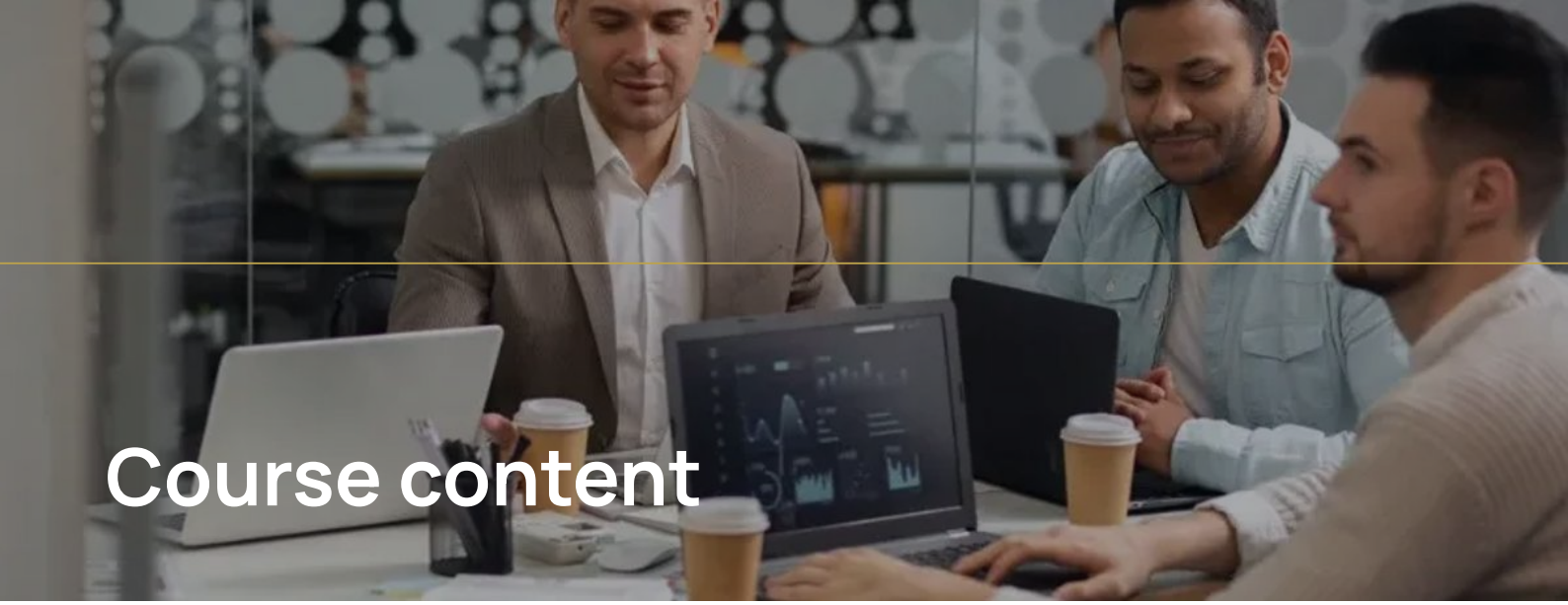
Target competencies

Participants will develop competencies in:
• Developing comprehensive project charters and scopes that align with business goals.
• Creating detailed project schedules and timelines using industry-standard tools.
• Identifying and mitigating project risks effectively through structured analysis.
• Communicating project status and updates to stakeholders clearly and concisely.
• Utilising project management software tools for tracking progress and performance.
• Applying Agile and Waterfall methodologies in project scenarios to enhance delivery.

Course outline

Day 1: Foundations of IT Project Management

Applied activity: Participants will create a project charter for a fictional IT project, defining scope, objectives, key stakeholders, and success criteria using a provided template. They will present their charters to the group for feedback. Output: Completed project charter document with defined scope and objectives.



Course content

09:00–09:54	Introduction to IT Project Management principles and frameworks, including PMBOK and PRINCE2 methodologies.
09:54–10:48	Understanding project life cycles and phases, from initiation to closure, and their significance.
10:48–11:00	Key roles and responsibilities in project management teams, including project sponsors and stakeholders.
11:00–11:30	**Coffee break**
11:30–12:12	Key roles and responsibilities in project management teams, including project sponsors and stakeholders. (continued)
12:12–13:06	Defining project scope, objectives, deliverables, and success criteria to guide project execution.
13:06–14:00	Introduction to project management tools and software, such as Microsoft Project and Trello, for effective planning.

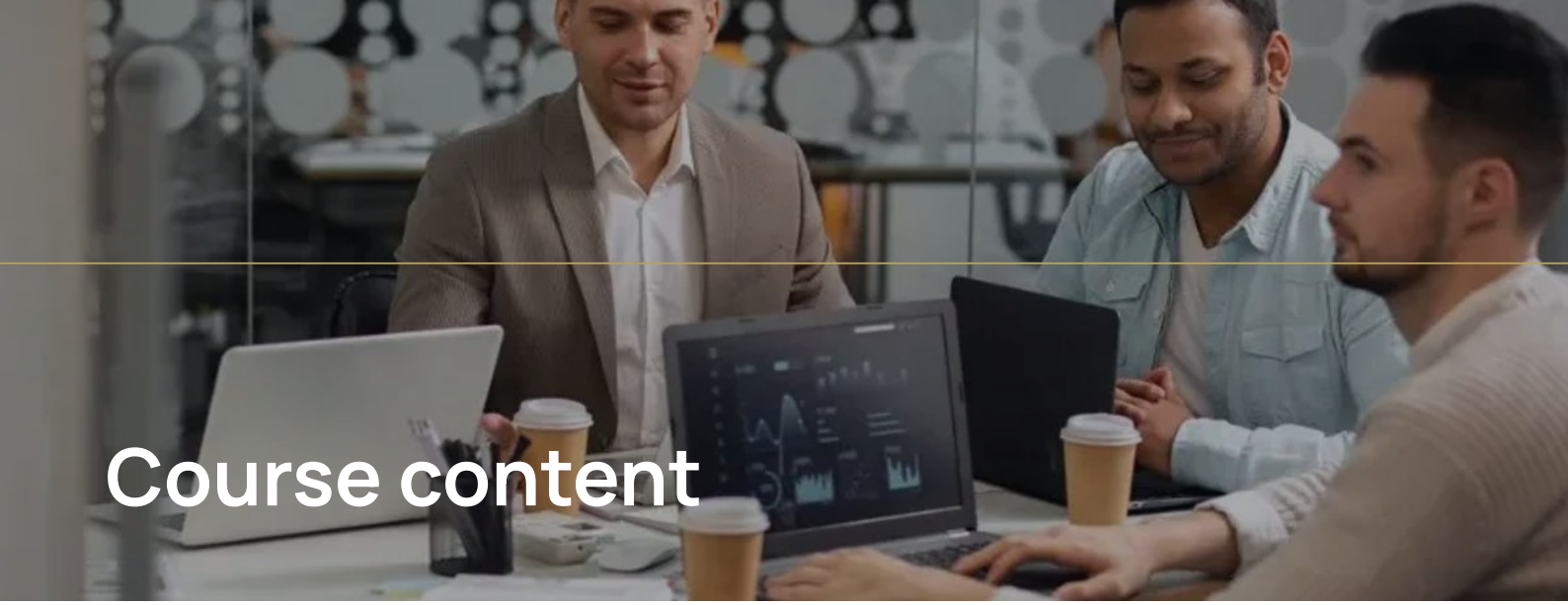
Day 2: Planning and Scheduling Techniques

Applied activity: Using the WBS created, participants will develop a Gantt chart and identify the critical path for their project, ensuring all tasks are scheduled appropriately. They will discuss potential resource conflicts and solutions.
Output: Gantt chart and critical path analysis report, detailing task schedules and resource allocation.

09:00–09:54	Developing a work breakdown structure (WBS) for project tasks to ensure comprehensive coverage of project requirements.
09:54–10:48	Creating Gantt charts for project scheduling, including task dependencies and timelines.
10:48–11:00	Understanding critical path method (CPM) for task prioritisation and resource allocation.
11:00–11:30	**Coffee break**
11:30–12:12	Understanding critical path method (CPM) for task prioritisation and resource allocation. (continued)
12:12–13:06	Resource allocation techniques and tools, including resource leveling and management strategies.
13:06–14:00	Establishing project milestones and deliverables to track progress and ensure accountability.

Day 3: Risk Management in IT Projects

Applied activity: Participants will conduct a risk assessment for their project, identifying at least five risks and developing corresponding mitigation strategies. They will present their findings to the group for discussion and feedback.
Output: Risk management plan document outlining identified risks and proposed mitigation strategies.



Course content

09:00–09:54	Identifying potential project risks and their impacts on project success, including technical and organisational risks.
09:54–10:48	Developing a risk management plan and mitigation strategies for identified risks to enhance project resilience.
10:48–11:00	Utilising qualitative and quantitative risk analysis methods to assess risk severity and likelihood.
11:00–11:30	**Coffee break**
11:30–12:12	Utilising qualitative and quantitative risk analysis methods to assess risk severity and likelihood. (continued)
12:12–13:06	Monitoring and controlling project risks throughout the project life cycle to ensure proactive management.
13:06–14:00	Communicating risks to stakeholders effectively, ensuring transparency and trust in project management.

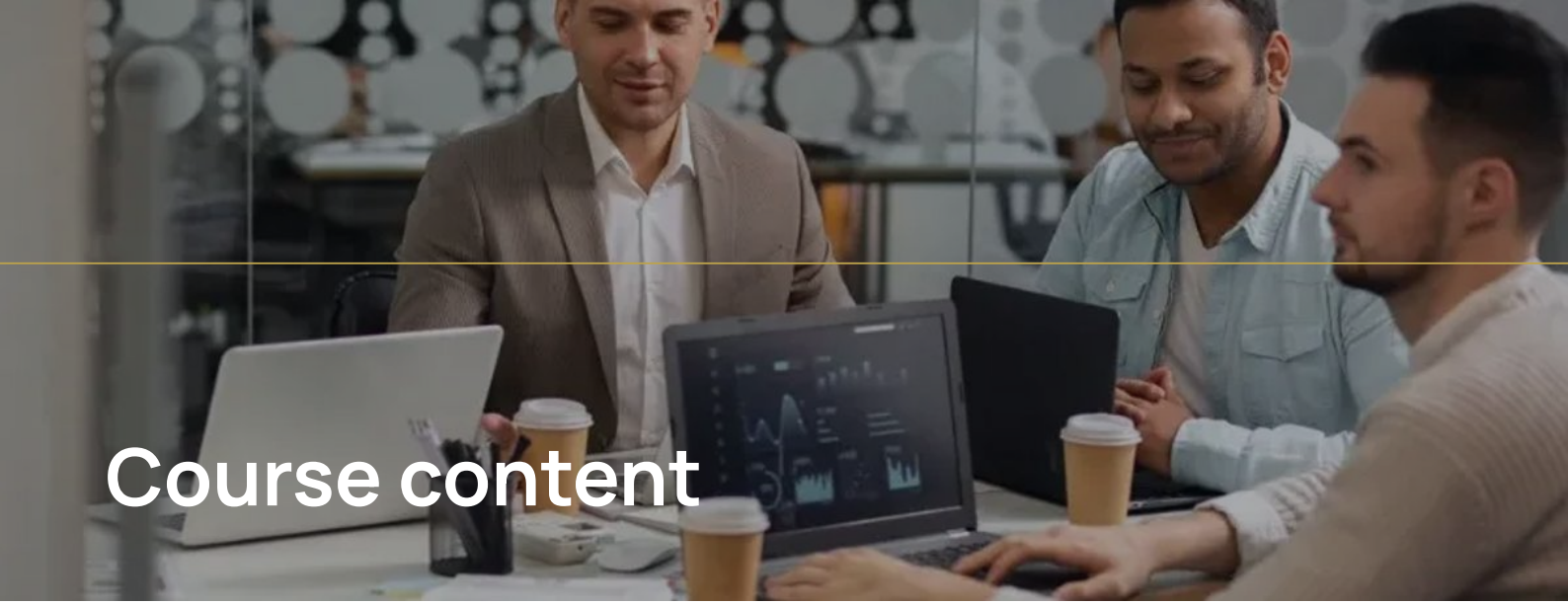
Day 4: Executing and Monitoring Projects

Applied activity: Participants will simulate a project execution phase, tracking progress and making adjustments based on hypothetical performance data provided during the exercise. They will prepare a status report summarising their findings.
Output: Project performance report with adjustments and recommendations for stakeholders.

09:00–09:54	Implementing project plans and managing team dynamics to foster collaboration and productivity.
09:54–10:48	Tracking project progress and performance metrics using KPIs and project management software.
10:48–11:00	Utilising project management software for monitoring, including dashboards and reporting tools.
11:00–11:30	**Coffee break**
11:30–12:12	Utilising project management software for monitoring, including dashboards and reporting tools. (continued)
12:12–13:06	Adjusting project plans based on performance data and stakeholder feedback to ensure alignment with objectives.
13:06–14:00	Effective stakeholder communication and reporting, including status updates and issue resolution.

Day 5: Closing Projects and Lessons Learned

Applied activity: Participants will prepare a project closure report for their fictional project, including lessons learned and recommendations for future projects. They will present their reports to the group for peer review and discussion.
Output: Comprehensive project closure report detailing outcomes, lessons learned, and future recommendations.



Course content

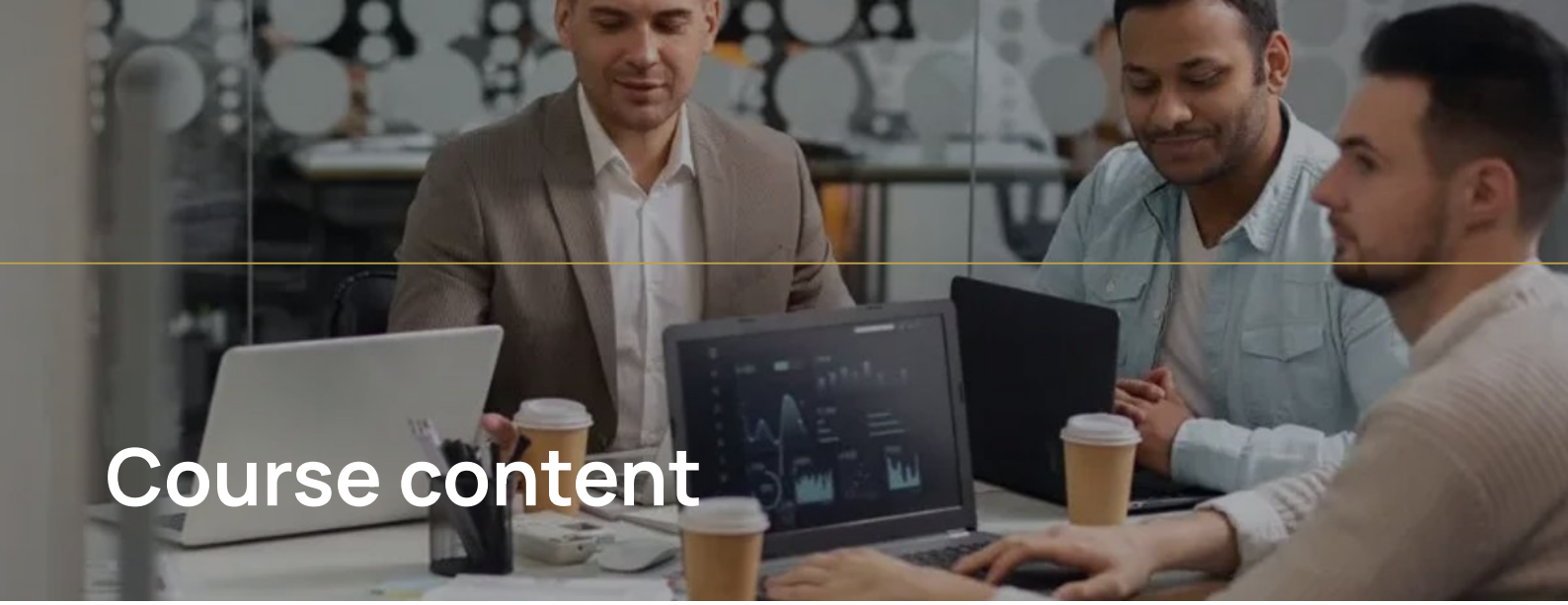
09:00–09:54	Finalising project deliverables and obtaining stakeholder approval to ensure satisfaction and project closure.
09:54–10:48	Conducting project evaluations and lessons learned sessions to identify successes and areas for improvement.
10:48–11:00	Documenting project outcomes and performance for future reference and organisational learning.
11:00–11:30	**Coffee break**
11:30–12:12	Documenting project outcomes and performance for future reference and organisational learning. (continued)
12:12–13:06	Understanding project closure processes and documentation requirements to ensure compliance and completeness.
13:06–14:00	Celebrating project success and team contributions to foster a positive project culture.

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.

Dates, venues and fees

Current published course plans. Fees are per participant in GBP, excluding unconfirmed taxes.

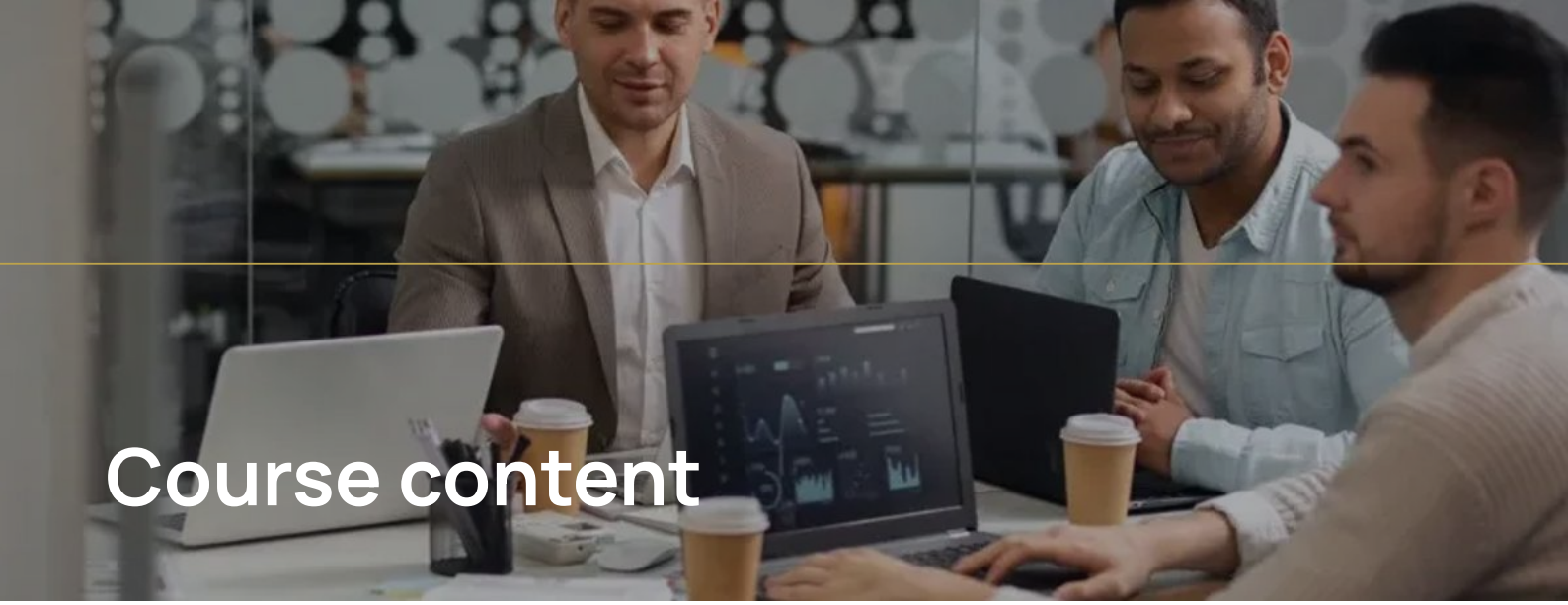
Venue	Start date	End date	Fee (GBP)
Rome Confirmed dates	9 Nov 2026	13 Nov 2026	**£2,450.-**
Online Confirmed dates	9 Nov 2026	13 Nov 2026	**£1,250.-**
Kuala Lumpur Confirmed dates	16 Nov 2026	20 Nov 2026	**£1,450.-**
Online Confirmed dates	16 Nov 2026	20 Nov 2026	**£1,250.-**



Course content

Dates, venues and fees (continued)

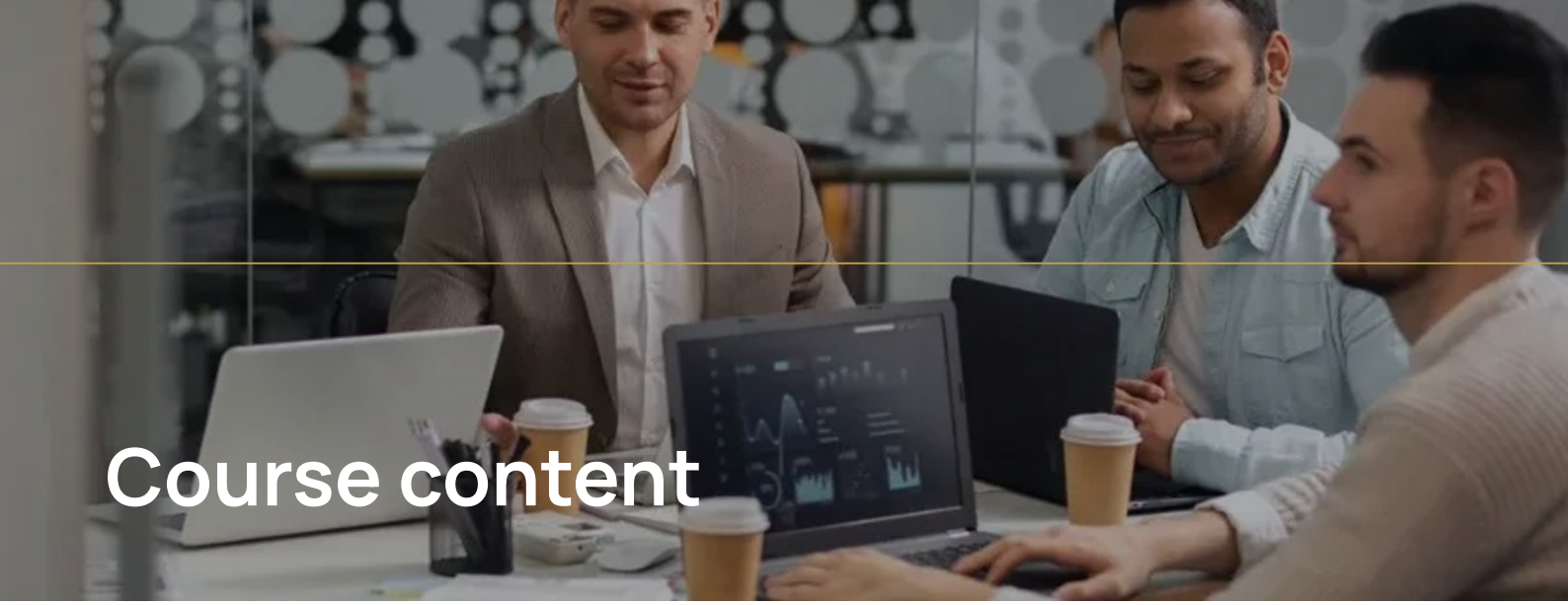
Venue	Start date	End date	Fee (GBP)
Paris Confirmed dates	7 Dec 2026	11 Dec 2026	**£2,860.-**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**£1,250.-**
Istanbul Confirmed dates	14 Dec 2026	18 Dec 2026	**£2,650.-**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**£1,250.-**
Amsterdam Confirmed dates	4 Jan 2027	8 Jan 2027	**£2,540.-**
Online Confirmed dates	4 Jan 2027	8 Jan 2027	**£1,250.-**
Singapore Confirmed dates	18 Jan 2027	22 Jan 2027	**£2,820.-**
Online Confirmed dates	18 Jan 2027	22 Jan 2027	**£1,250.-**
London Confirmed dates	1 Feb 2027	5 Feb 2027	**£2,450.-**



Course content

Dates, venues and fees (continued)

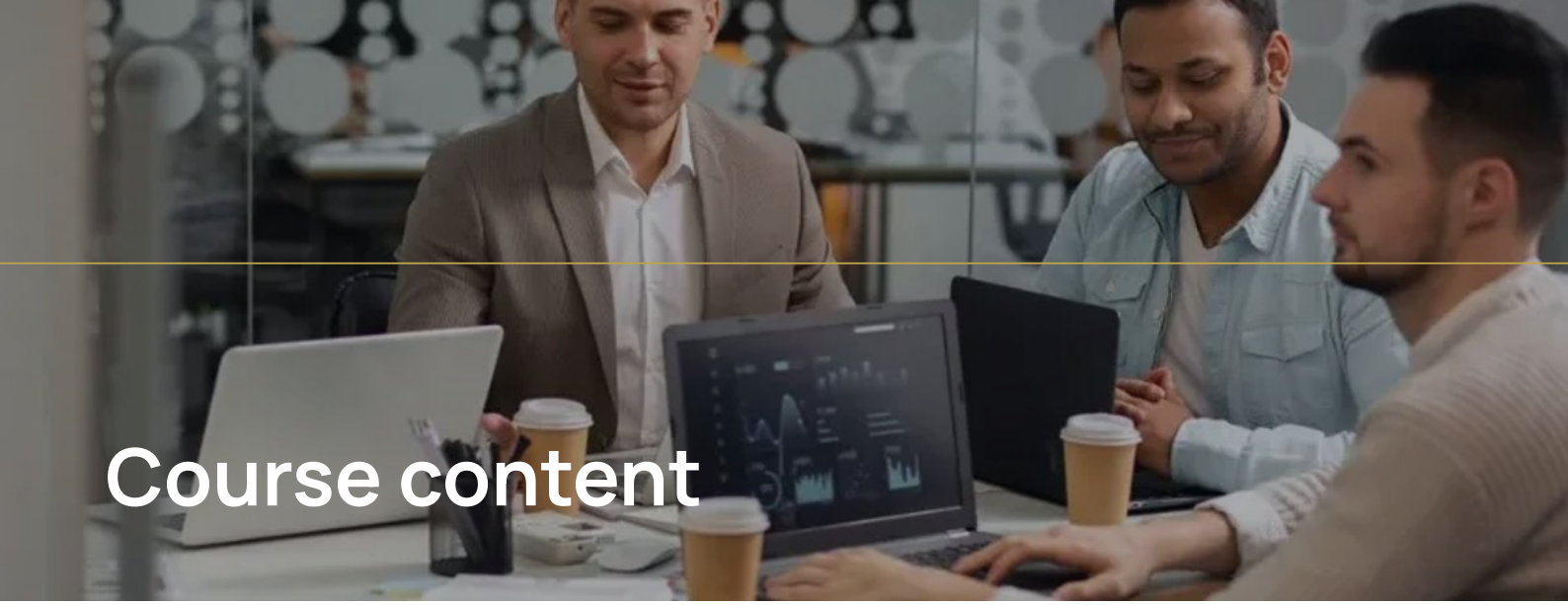
Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	1 Feb 2027	5 Feb 2027	**£1,250.-**
Vienna Confirmed dates	8 Feb 2027	12 Feb 2027	**£2,940.-**
Online Confirmed dates	8 Feb 2027	12 Feb 2027	**£1,250.-**
Dubai Confirmed dates	15 Feb 2027	19 Feb 2027	**£3,150.-**
Online Confirmed dates	15 Feb 2027	19 Feb 2027	**£1,250.-**
Frankfurt Confirmed dates	1 Mar 2027	5 Mar 2027	**£2,650.-**
Online Confirmed dates	1 Mar 2027	5 Mar 2027	**£1,250.-**
Kuala Lumpur Confirmed dates	15 Mar 2027	19 Mar 2027	**£1,450.-**
Online Confirmed dates	15 Mar 2027	19 Mar 2027	**£1,250.-**



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Dates, venues and fees (continued)

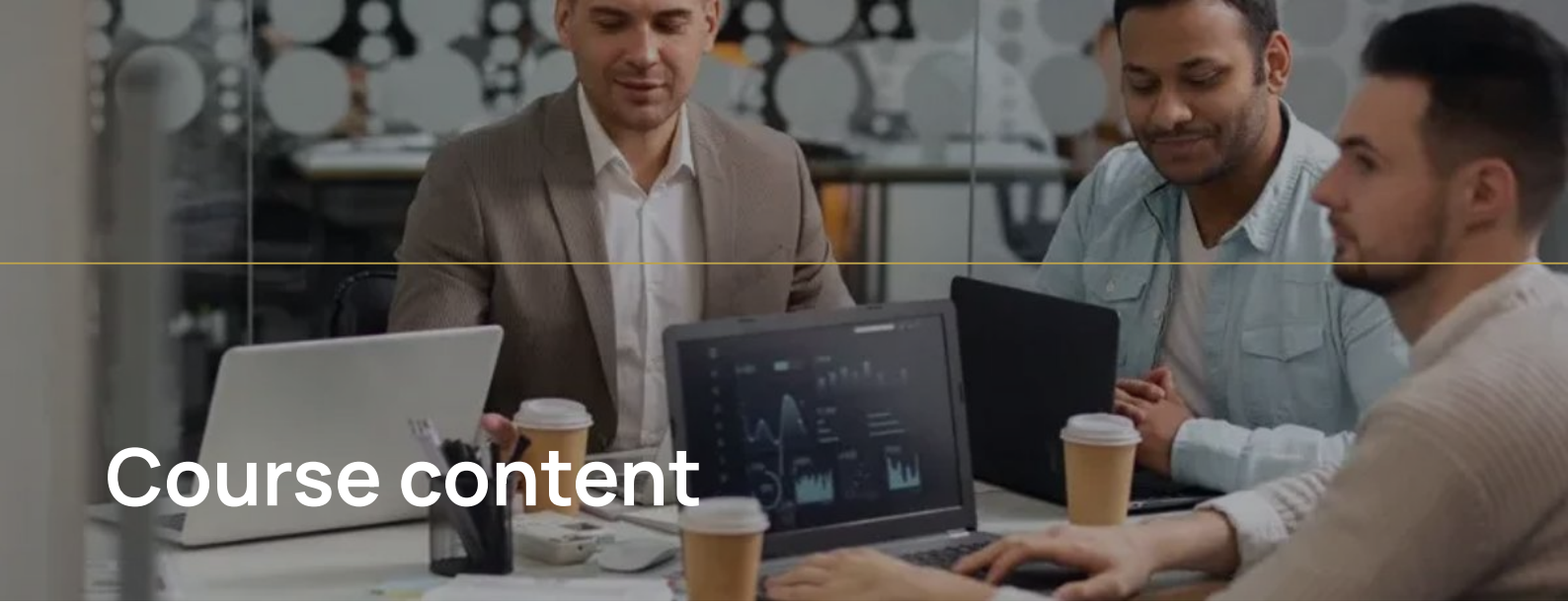
Venue	Start date	End date	Fee (GBP)
Barcelona Confirmed dates	29 Mar 2027	2 Apr 2027	**£2,840.-**
Online Confirmed dates	29 Mar 2027	2 Apr 2027	**£1,250.-**
Paris Confirmed dates	5 Apr 2027	9 Apr 2027	**£2,860.-**
Online Confirmed dates	5 Apr 2027	9 Apr 2027	**£1,250.-**
Istanbul Confirmed dates	19 Apr 2027	23 Apr 2027	**£2,650.-**
Online Confirmed dates	19 Apr 2027	23 Apr 2027	**£1,250.-**
Amsterdam Confirmed dates	3 May 2027	7 May 2027	**£2,540.-**
Online Confirmed dates	3 May 2027	7 May 2027	**£1,250.-**
Singapore Confirmed dates	17 May 2027	21 May 2027	**£2,820.-**



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Dates, venues and fees (continued)

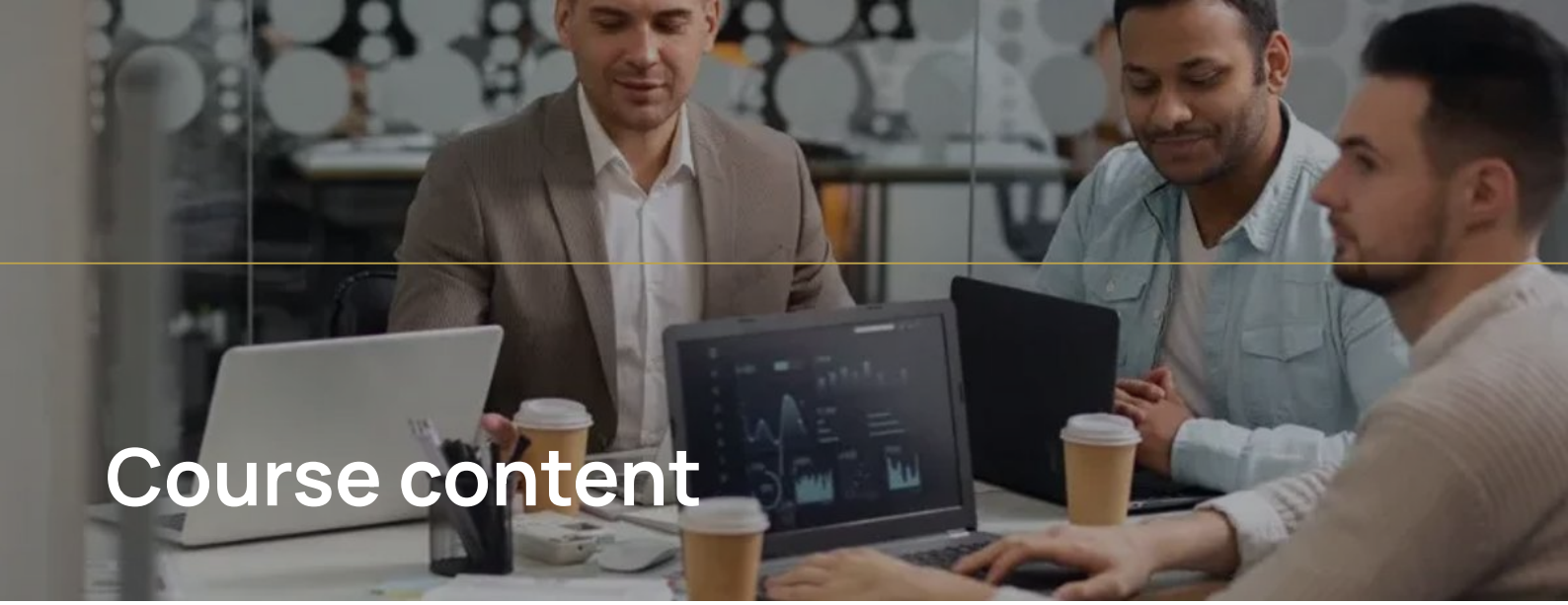
Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	17 May 2027	21 May 2027	**£1,250.-**
Rome Confirmed dates	31 May 2027	4 Jun 2027	**£2,450.-**
Online Confirmed dates	31 May 2027	4 Jun 2027	**£1,250.-**
London Confirmed dates	7 Jun 2027	11 Jun 2027	**£2,450.-**
Online Confirmed dates	7 Jun 2027	11 Jun 2027	**£1,250.-**
Dubai Confirmed dates	21 Jun 2027	25 Jun 2027	**£3,150.-**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**£1,250.-**
Frankfurt Confirmed dates	5 Jul 2027	9 Jul 2027	**£2,650.-**
Online Confirmed dates	5 Jul 2027	9 Jul 2027	**£1,250.-**



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Dates, venues and fees (continued)

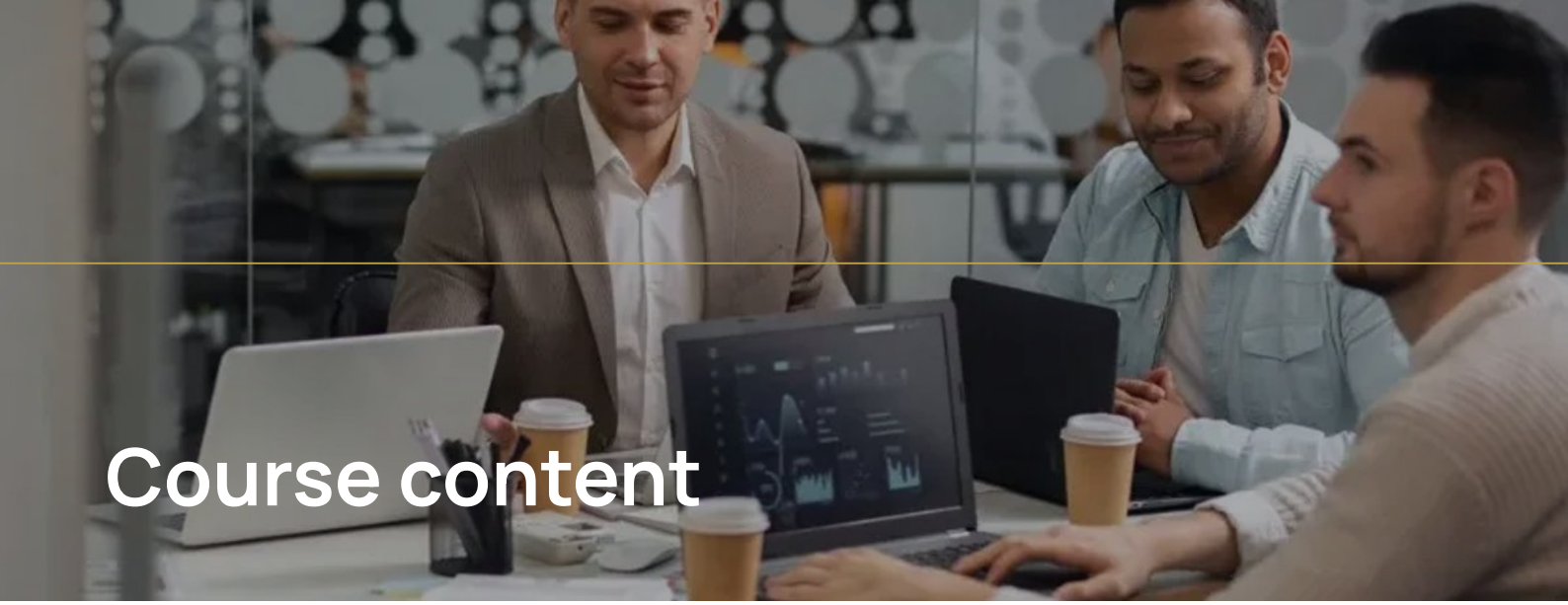
Venue	Start date	End date	Fee (GBP)
Kuala Lumpur Confirmed dates	19 Jul 2027	23 Jul 2027	**£1,450.-**
Online Confirmed dates	19 Jul 2027	23 Jul 2027	**£1,250.-**
Paris Confirmed dates	2 Aug 2027	6 Aug 2027	**£2,860.-**
Online Confirmed dates	2 Aug 2027	6 Aug 2027	**£1,250.-**
Cape Town Confirmed dates	9 Aug 2027	13 Aug 2027	**£1,890.-**
Online Confirmed dates	9 Aug 2027	13 Aug 2027	**£1,250.-**
Istanbul Confirmed dates	16 Aug 2027	20 Aug 2027	**£2,650.-**
Online Confirmed dates	16 Aug 2027	20 Aug 2027	**£1,250.-**
Amsterdam Confirmed dates	6 Sept 2027	10 Sept 2027	**£2,540.-**



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Dates, venues and fees (continued)

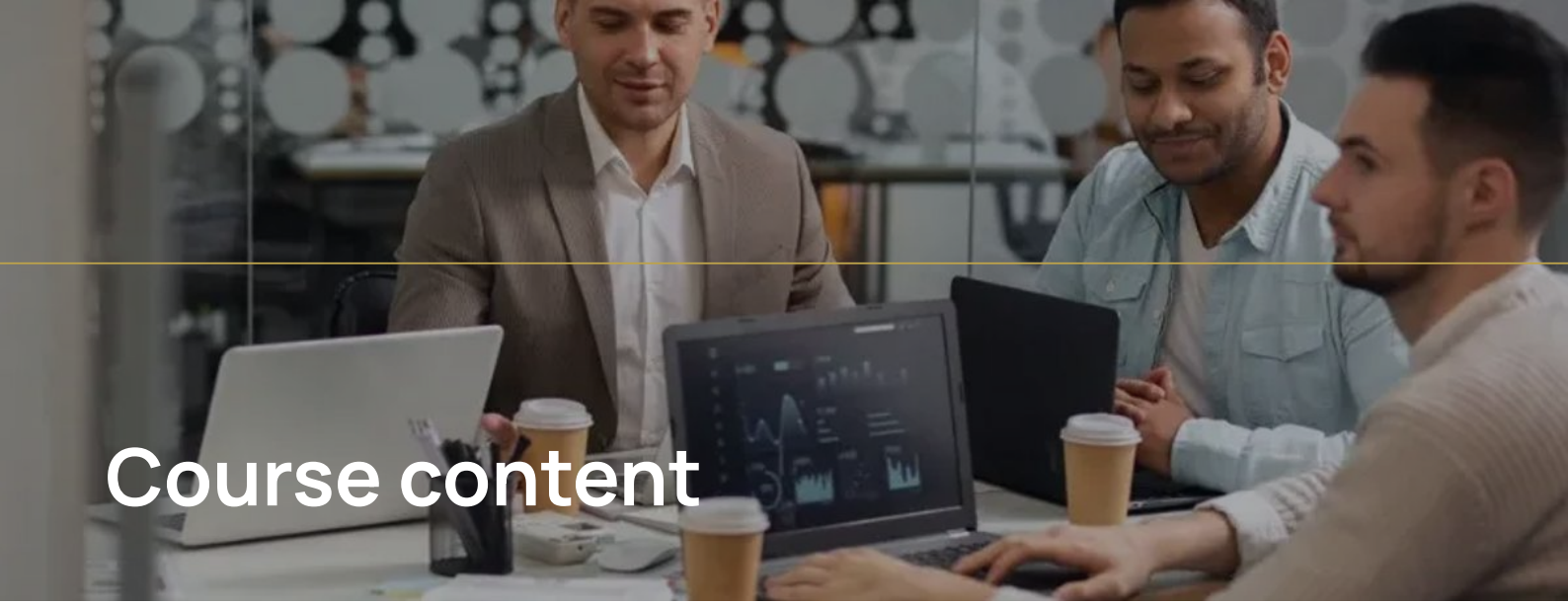
Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	6 Sept 2027	10 Sept 2027	**£1,250.-**
Singapore Confirmed dates	20 Sept 2027	24 Sept 2027	**£2,820.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**£1,250.-**
London Confirmed dates	4 Oct 2027	8 Oct 2027	**£2,450.-**
Online Confirmed dates	4 Oct 2027	8 Oct 2027	**£1,250.-**
Cape Town Confirmed dates	11 Oct 2027	15 Oct 2027	**£1,890.-**
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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Frankfurt Confirmed dates	1 Nov 2027	5 Nov 2027	**£2,650.–**
Online Confirmed dates	1 Nov 2027	5 Nov 2027	**£1,250.–**
Kuala Lumpur Confirmed dates	15 Nov 2027	19 Nov 2027	**£1,450.–**
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**£1,250.–**
Paris Confirmed dates	6 Dec 2027	10 Dec 2027	**£2,860.–**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**£1,250.–**
Istanbul Confirmed dates	13 Dec 2027	17 Dec 2027	**£2,650.–**
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**£1,250.–**



Course content

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon UK certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

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