IT Essentials for Non-IT Project Managers: 1-Week Course

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Tokyo (Japan)



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Why This Course

Managing IT projects can be challenging for non-technical project managers, especially when working with developers, cybersecurity teams, infrastructure specialists, vendors, and business stakeholders. Successful delivery requires more than general project management knowledge; it requires a practical understanding of IT concepts, technical terminology, cybersecurity risks, digital tools, and the way technology projects are planned, executed, monitored, and controlled.

This 1-week IT Essentials for Non-IT Project Managers Training program equips participants with the technical awareness and project management confidence needed to lead technology initiatives effectively. The course bridges the gap between technical and non-technical teams by combining IT fundamentals, cybersecurity principles, project tools, Agile and DevOps concepts, risk management, and practical delivery approaches. Through applied exercises, case discussions, and real-world project scenarios, participants will learn how to communicate better, make informed decisions, and manage IT projects with greater clarity.

What You'll Learn and Practice

By joining this program, you will:

- Understand core IT concepts and terminology relevant to project management.
- Build practical knowledge of IT infrastructure, systems, networking, and cloud computing.
- Understand cybersecurity fundamentals, common threats, and protection practices.
- Recognize data protection, privacy, incident response, and disaster recovery considerations.
- Use essential IT project management tools and collaboration platforms.
- Understand Agile, DevOps, version control, and documentation practices.
- Improve communication between technical and non-technical stakeholders.
- Plan and manage IT project requirements, resources, timelines, and deliverables.
- Understand quality assurance, testing, and technical acceptance activities.
- Identify, assess, and mitigate risks in IT project environments.
- Monitor IT project performance using practical indicators and reporting methods.



The Program Flow

Day 1: Introduction to IT Fundamentals

- Understand the main components of IT infrastructure and business systems.
- Explore basic networking concepts and how systems connect.
- Learn essential cloud computing concepts and service models.
- Build familiarity with common IT terminology used in project environments.
- Connect IT fundamentals to project planning, scope, dependencies, and delivery risks.

Day 2: Cybersecurity for Project Managers

- Understand cybersecurity fundamentals and common cyber threats.
- Explore data protection and privacy regulations from a project perspective.
- Identify security best practices that should be considered during project planning.
- Understand incident response and disaster recovery concepts.
- Recognize how cybersecurity risks can affect project scope, timelines, costs, and stakeholders.

Day 3: IT Project Management Tools

- Review popular project management software used in IT initiatives.
- Understand version control and collaboration tools used by technical teams.
- Explore Agile and DevOps methodologies and how they influence project delivery.
- Apply documentation and reporting practices suitable for IT projects.
- Improve coordination between business users, technical teams, vendors, and sponsors.

Day 4: IT Project Planning and Execution

- Understand the IT project lifecycle and common delivery methodologies.
- Apply requirements gathering and analysis techniques for technology projects.
- Plan resources, roles, responsibilities, and team coordination.
- Understand quality assurance and testing activities in IT projects.
- Manage execution challenges related to scope changes, dependencies, and technical constraints.

Day 5: IT Project Monitoring and Risk Management

- Define key performance indicators for monitoring IT project progress.
- Conduct IT project risk assessment and prioritize mitigation actions.
- Manage stakeholders in technical and business environments.
- Apply change management practices for IT initiatives.
- Build practical approaches for reporting, escalation, and decision-making during project delivery.



Individual Impact

- Increase confidence in leading and managing IT-related initiatives.
- Strengthen understanding of technical language, systems, and project dependencies.
- Improve communication with IT teams, vendors, and business stakeholders.
- Enhance decision-making when facing technology-related project challenges.
- Build practical skills for identifying and managing IT project risks.

Work Impact

- Improve alignment between business objectives and technical project delivery.
- Reduce misunderstandings between technical and non-technical teams.
- Strengthen planning, execution, monitoring, and reporting of IT projects.
- Improve risk management, cybersecurity awareness, and delivery control.
- Support smoother implementation of technology initiatives across the organization.

Training Methodology

This program combines practical IT awareness with project management application through:

- Instructor-led explanations of core IT concepts and terminology.
- Real-world IT project scenarios and case discussions.
- Practical exercises on requirements, risks, reporting, and stakeholder communication.
- Tool demonstrations for collaboration, documentation, and project tracking.
- Cybersecurity and incident response discussions from a project management perspective.
- Group activities focused on planning, monitoring, and managing technology initiatives.

Beyond the Course

Upon completion, participants will be able to:

- Communicate more effectively with IT teams and technical stakeholders.
- Understand essential IT concepts that influence project planning and delivery.
- Identify cybersecurity, infrastructure, cloud, and technical risks in IT projects.
- Use suitable tools and methods to support IT project execution and reporting.
- Lead technology initiatives with greater confidence, clarity, and control.

