



# PROJECT MANAGEMENT ESSENTIALS



## Project Management Essentials – 2 days

<b>Objectives / Learning Outcomes</b>	<ol style="list-style-type: none"> <li>1. Participants would be able to understand the 10 knowledge areas of PMBOK Methodology and Project life Cycle, from Project Initiation to Project Closure</li> <li>2. Participants would be able to understand the importance of planning a project.</li> <li>3. Participants would be able to appreciate the processes involved in the four mandatory processes of Project Management, namely Time Management, Scope Management, Cost Management and Quality Management.</li> <li>4. Participants would be able to appreciate the processes involved in the five supporting processes of Project Management, namely Integration Management, Risk Management, Communication Management, Resource Management and Procurement Management.</li> </ol>
<b>Training Methods</b>	<p>We shall use the Fun-based, Adult experiential training concept while conducting this training. In an adult experiential learning environment, the method must convey the content, keeping the focus, generate interest and excitement throughout the training, allow learning success, by using participants own problems faced in their projects, apply learning on the job and to help participants solve real-world problems rather than a theory and educationist concept of teaching.</p> <p>We provide varieties during the training, which includes quizzes, rewards, critics, group discussions, and variety of mind-stimulating games relevant to the subject being taught. This allows the participants to “experience” the subject, rather than just viewing the powerpoint presentation slides. In addition, participants will be able to relate their learning to their respective work at the end of each subject taught.</p>
<b>Duration</b>	TWO (2) days
<b>Class Hours</b>	9am to 5.00pm Breaks: 10:30am & 3:30pm (15 mins each) Lunch: 12:30pm to 1:30 pm
<b>Training Facilitator</b>	Nehru Nagappan / Manimohan
<b>Target Participants</b>	<ul style="list-style-type: none"> <li>• Project Managers</li> <li>• Project Executives</li> <li>• Project Team members</li> <li>• Senior Managers Project Mgmt Office / Head of Dept</li> </ul>

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Day	Description
<b>Day 1</b> <b>Session 1</b> <b>9 am</b>	<b>General Introduction</b> <b>Games: Ice-Breaking Game</b> <p>Participants participate in ice-breaking game that allows them to ‘open-up’ about themselves – more than just names and designations. A good project management is achieved when team members are comfortable with each other, and appreciates each other’s strengths and weaknesses. The ice-breaking game facilitates teamwork among participants, and helps in fostering more openness and idea sharing between team members throughout the training.</p>
<b>9am – 10am</b>	<b>Introduction to Project Management</b> <ul style="list-style-type: none"> <li>Definition of Projects</li> <li>Definition of Project Management</li> <li>The importance of Project Management</li> <li>The Role of Project Manager in managing project success</li> <li>The TEN (10) PMBOK Knowledge Areas</li> <li>The Overall 49 Project Processes</li> <li>The FIVE (5) Project Life Cycle</li> </ul>
<p>Henceforth, further elaboration of each of the TEN (10) Knowledge Area of Project Management (in brief) for awareness.</p>	
<b>10.00am – 10.30am</b>	<b>Commencing a Project</b> <ul style="list-style-type: none"> <li>Identifying Project Stakeholders</li> <li>Develop Project Charter</li> <li>Conducting Kick Off Meeting</li> </ul>
<b>11.30am – 12.30pm</b>	<b>Managing Project Scope / Requirements</b> <ul style="list-style-type: none"> <li>Techniques to collect Requirements</li> <li>Creating Work Breakdown Structure</li> <li>Techniques to validate scope</li> </ul>
<b>2.00pm – 3.00pm</b>	<b>Developing Project Schedule</b> <ul style="list-style-type: none"> <li>Plan Schedule Management</li> <li>10 easy steps to develop an effective Project Schedule</li> </ul>

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3.00pm – 4.00pm	<b>Project Budget / Costing</b> <ul style="list-style-type: none"> <li>• Various techniques to estimate project costs</li> <li>• Project Budgeting techniques</li> </ul>
4.00pm – 5.00pm	<b>Quality Management</b> <ul style="list-style-type: none"> <li>• Various techniques to perform quality control</li> <li>• Various techniques to perform quality assurances</li> </ul>
<b>Day 2</b> 9.00am – 10.30am	<b>Project Resource Management</b> <ul style="list-style-type: none"> <li>• Team Hiring</li> <li>• Motivating and Inspiring Project Team towards results</li> <li>• Tools for measuring performances</li> <li>• Managing resource calendars</li> <li>• Managing resource constraints</li> </ul>
11.00am – 11.30am	<b>Communication Management</b> <ul style="list-style-type: none"> <li>• Effective Communication Management with stakeholders</li> <li>• Controlling project communication</li> </ul>
11.30am – 12.30pm	<b>Risk Management</b> <ul style="list-style-type: none"> <li>• Identifying risks</li> <li>• Qualitative risk (defining probability and impact)</li> <li>• Quantitative Risks (Defining Estimated Monetary Value)</li> <li>• Defining risk priority</li> <li>• Defining Risk responses</li> <li>• Defining accountability</li> <li>• Techniques in capturing risks</li> <li>• Communicating Risk Register to stakeholders</li> </ul>
2.00pm – 3.30pm	<b>Stakeholder Management</b> <ul style="list-style-type: none"> <li>• Engaging Stakeholders in Project decisions</li> <li>• Monitoring Stakeholder support and engagement</li> <li>• 3 components of Stakeholder Analysis</li> <li>• Purpose of Stakeholder Analysis</li> <li>• Developing the stakeholder Analysis</li> <li>• Stakeholder Analysis as a RESTRICTED document</li> <li>• Responding to the stakeholder responses and attitude</li> </ul>



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3.30pm – 4.30pm	<b>Integration Management</b> <ul style="list-style-type: none"><li>• Developing Project Management Plan</li><li>• Directing and Managing the overall Project work</li><li>• Managing project repository and project knowledge</li><li>• Performing Integrated Change Control</li><li>• Techniques to effectively Closing Project</li></ul>
4:30pm – 5.00pm	<b>Training Conclusion</b> <ul style="list-style-type: none"><li>• Gifts for the winning team</li><li>• Group photo</li><li>• Training Evaluation / Feedback</li></ul>



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## COURSE TITLE: PROJECT MANAGEMENT ESSENTIALS

DATE:

29 – 30 DECEMBER 2021

**RM 250/PAX**

TIME:

9.00 AM – 5.00 PM

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