

MAY  
**15-16**  
DORSETT GRAND **SUBANG**

A 2-DAY COURSE ON

# Effective PROJECT MANAGEMENT

## HIGHLIGHTS

- Module 1 | Introduction To Project Management
- Module 2 | Components Of Project Management
- Module 3 | Stakeholder Management
- Module 4 | Project Management Tools And Techniques



**TrainNode**

**ACCELERATING BUSINESS  
PERFORMANCE**

with the right learning experience,  
bridging present and future  
organizational needs.



## INTRODUCTION

Project management training isn't always about the profession as a whole. For some businesses, project management isn't necessary as a comprehensive, company-wide practice. Sometimes, a simple project just needs some of the qualities of project management for streamlined execution. This course offers an overview of the foundational elements of project management. This course will first teach you the history of project management and its most important methodologies. The phases of investigation, planning, design, production, monitoring, and evaluation will be clearly discussed. You will also learn the most important tools and techniques used by a project professional including GANTT charts and PERT Diagrams, as well as how to estimate activity time, schedule, and master the Critical Path Method.

You will also learn about the process of the systems development life cycle. Once you have mastered this, you will be able to identify problems and create solutions in each stage of the project's life cycle, including planning, analysis, design, implementation, and evaluation stages.

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## PERSONAL BENEFITS

*Through this Project Management Course, participants will benefit in the following manner:*

- Increased understanding and knowledge of the fundamentals of project management.
- Greater experience and confidence to manage projects successfully and complete them despite constraints.
- Greater knowledge and skill to prepare a project framework or charter to plan the project in advance and set targets and timelines to ensure successful completion, thus increasing opportunities for career progression.
- Enhanced perspective and foresight to predict risks, quantify and consider them in the project plan and take necessary action to address them so as to not affect project results.
- Increased skill and knowledge to apply different, effective project management concepts and techniques when planning projects of different scope and scale.
- Greater capability and understanding to maintain healthy stakeholder relationships, assigning appropriate responsibilities to all in the process.
- Increased knowledge and skill to define objective metrics to measure and track the progress and outcome of a project.
- Better perspective and thought process to define and align project deliverables and goals to organisational objectives, thus contributing to organisational growth and success.



## ORGANISATIONAL BENEFITS

*With professionals attending this Project Management Course, organisations will benefit in the following ways:*

- Experienced and trained employees to manage various projects in the organisation.
- More successful projects completed within the time and costs set, while also meeting project objectives.
- Projects aligned to organisational objectives, thus resulting in organisational growth and development.
- More objective tracking and measurement of project performance.
- Application of best practices and useful concepts and methods of project management to deliver better outcomes.
- More effective and detailed project frameworks, plans and charters, taking into account constraints, challenges and the like.
- Better risk management, resulting in higher success of projects because of better management of challenges.
- Better stakeholder management.

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## WHO SHOULD ATTEND

Project management is a very rewarding career. This Project Management course is designed so that any aspiring professional can learn what they need to successfully participate in or manage any project. By taking this course, you will be able to speak the language of professional project manager and project team member. This will give you great confidence and be a real boost for your career.

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## TRAINER CUM FACILITATOR

“Facilitation is about process whereas training is about content,” and “A trainer is a content expert, while a facilitator is a process expert.”

**The Trainer cum Facilitator is Mr. Dorai Sinna.**

**Dorai Sinna** is the Principal Consultant of mo Asia and has over 35 years' experience in training, auditing, assessment, appraisal and consultancy.

He holds a B.Sc. in Biochemistry from University of Malaya, and a M.Sc. in Medicinal Chemistry from Loughborough University of Technology, UK. Further to these, he holds a series of professional qualifications: Associate Chartered Insurance Institute (ACII, UK) and Associate Malaysian Insurance Institute (AMII, Malaysia); Certified Quality Auditor, (CQA, American Society for Quality, US); Certified Lead Auditor, (International Register of Certificated Auditors, UK); Certified Commercial Security Professional from International Federation of Protection Officers (US); Postgraduate Diploma in Security Management (SITO, UK), PRINCE2 Foundation and Practitioner for Project Management and IPMA Certified Assessor for project management certifications and project excellence. He is also a CMMI Institute Certified Lead Appraiser for CMMI Models up to Maturity Level 3.

Presently, he is the President of International Project Management Association (IPMA) - Malaysia.



**DAY 1**

0900 **MODULE 1 | INTRODUCTION TO PROJECT MANAGEMENT**

In this module, you will get a basic project management introduction, its importance, and an idea of the flow of the course.

- *What is a Project?*

In this module, you will learn comprehensively about the definition of a project.

- *What is project management?*

In this module, you will learn about project management, the different types of project management, and how to choose the proper project management method for your project. At the end of this, you'll be well on becoming a project management expert!

- *Benefits of Project Management*

In this module, you will learn about the benefits of project management.

1030 Morning Coffee

1045 **MODULE 2 | COMPONENTS OF PROJECT MANAGEMENT**

In this module, you will learn about the different components of project management and their importance.

- *Setting Of Objectives*

In this module, you will learn about setting objectives for any project. It is an essential step as it affects your entire project plan significantly.

- *Phases of Project*

In this module, we shall discuss the five phases of the project and understand how each affects the project.

1300 Lunch

1400 cont. **MODULE 2 | COMPONENTS OF PROJECT MANAGEMENT**

- *Project Initiation*

This is the first phase of your project, and it is important to get it right. This module will help you in understanding why you're doing the project and what business value it will deliver.

- *Project Planning*

This module will help you develop a project plan that considers all the necessary details and provides a clear roadmap for success.

1530 Afternoon Tea

1545 cont. **MODULE 2 | COMPONENTS OF PROJECT MANAGEMENT**

- *Project Execution*

In this module, you will learn about the Project Execution phase and the strategies involved in implementing the plan.

- *Project Monitoring and Controlling*

In this module, you will learn about Project Monitoring and Controlling. It will help you keep track of your project's progress and ensure that everything is on track.

- *Project Closing*

In this module, you will learn about what happens at the end of a project. You will learn how a smooth handover to the operations team is ensured.

1700 End of Day 1

**DAY 2**

0900 **MODULE 3 | STAKEHOLDER MANAGEMENT**

In this module, you will learn how the different types of stakeholders, their interests and influence levels and how to come up with a Stakeholder Communication Plan.

1030 Morning Coffee

1045 **MODULE 4 | PROJECT MANAGEMENT TOOLS AND TECHNIQUES**

In this module, you will learn about the various tools and techniques that enables effective and efficient project management. Some of which are:

- Gantt Charts
- Work Breakdown Structure (WBS)

1300 Lunch

1400 cont. **MODULE 4 | PROJECT MANAGEMENT TOOLS AND TECHNIQUES**

- Network Diagrams
- Risk Matrix
- PERT
- Critical Path Method (CPM)
- Cost Benefit Analysis

1700 End of course



REGISTRATION FORM

Effective Project Management

HRD CORP CLAIMABLE COURSE: TRAINING PROGRAMME NO: 10001399222

COMPANY NAME

COMPANY ADDRESS

NATURE OF BUSINESS

MEMBER OF HRD CORP?

☐ YES

☐ NO

COMPANY SIZE

☐ 1-29

☐ 30-69

☐ 70-99

☐ 100-149

☐ 150-199

☐ 200+

CONTACT PERSON

TEL

MOBILE

EMAIL

APPROVING MANAGER NAME

TEL

MOBILE

EMAIL

DELEGATE 1 FULL NAME

POSITION

TEL

MOBILE

EMAIL

DELEGATE 2 FULL NAME

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DELEGATE 3 FULL NAME

POSITION

TEL

MOBILE

EMAIL

DELEGATE 4 FULL NAME

POSITION

TEL

MOBILE

EMAIL

DELEGATE 5 FULL NAME

POSITION

TEL

MOBILE

EMAIL

COURSE FEES

The fee per person is RM1995.

The full fee is required with your registration.

The fee includes luncheon, coffee / tea breaks, course manual, and certificate of completion.

2 persons registered are entitled to a 10% discount.

TERMS & CONDITIONS

1. Registration & Fees Policy.

Registration is confirmed once registration form is received via email. All Payments /Undertaking Letters / Local Order (LO) / Letter of Approval must be made available and presented prior to the course.

2. Cancellation Policy

Any cancellation must be received in writing within 7 working days prior to the course else full payment will be imposed. Any no-show by registered delegates will be liable for full payment of the course fees.

3. Disclaimer & Program Changes Policy

Trainmode Sdn Bhd reserves the right to amend or cancel the course due to circumstances beyond its control. We reserved the right to modify the advertised topics or course timing whenever necessary.

PAYMENT TRANSFER BANK DETAILS

Account name  
TRAINMODE SDN BHD

Account number  
14100015214

Bank Name  
Hong Leong Bank Berhad

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OUR LOCATIONS  
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10 Lorong Industri Impian Indah 1,  
Taman Industri Impian Indah,  
14000 Bukit Mertajam, Penang

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