

PROJECT MANAGEMENT ESSENTIALS

5-7 November 2019 • Phileo Damansara 1, Petaling Jaya

INTRODUCTION

Major corporations are adopting A Guide to the Project Management Body of Knowledge (PMBOK® Guide) 6th Edition, from the Project Management Institute, and the related Project Management Professional (PMP) Certification, as the primary sources of competency in the field of Project Management.

This program was designed to provide project management processes awareness and knowledge in providing a follow through facilitation module with reference to the PROJECT MANAGEMENT PROCESS GROUPS namely Initiating, Planning, Executing, Monitoring and Control and Closing with respective Project Management Knowledge Areas based on PMI PMBOK Version 6.

This intensive 3 days training program focuses on how to maximize value for the project and organization by applying project management essentials. Most time is spent on the 20% of effort that delivers 80% of project value.

COURSE OBJECTIVE

- Develop and become aware of the importance of project management.
- Identify and manage resources.
- Use project management techniques and tools in managing and executing better projects.
- Generate project management tools such as work breakdown structures, project networks, Gantt charts, resource loading charts, budgets and risk management plans.
- Control projects more effectively by tracking progress, analyzing performance variances and defining corrective actions.

COURSE OUTLINE

Module 1: Foundations

- Formal vs. informal project management
- Project Management Institute (PMI) framework
- Project management life cycle

Module 2: Initiating

- Role of the project manager
- Project charter
- Stakeholder identification and assessment
- Progressive elaboration

Module 3: Planning

- Planning around project constraints
- SMART objectives
- Converting objectives into requirements
- Decomposition of requirements into a work breakdown structure
- Developing a work breakdown structure dictionary

- Principles of estimating time and cost
- Analyzing work and estimating duration of work packages
- Determining sequence of work packages
- Network diagramming and critical path analysis
- Budgeting resources and cost control
- Ensuring that all management responsibility areas are included in the project plan
- Analyzing risks for probability and impact
- Mitigating and planning risk contingencies
- Preparing baselines for scope, time, and cost
- Obtaining stakeholder sign-off

Module 4: Executing, Monitoring, and Controlling

- Team-building principles and priorities
- Status and performance reporting
- Management by exception
- Keeping stakeholders informed and involved
- Steering performance back to the baseline
- Integrated change controls

Module 5: Closing

- Transitioning the product or service
- Capturing lessons learned for the organization
- Final report to stakeholders

WHO SHOULD ATTEND

Associate Project Managers,
Project Managers, IT Project Managers, Project Coordinators, Project Analysts, Project Leaders, Senior Project Managers, Team Leaders and Product Managers

COURSE FEE

Normal Fee: RM2,700 per pax

Early Bird: RM2,500 per pax
(Sign up by **4 OCT 2019**)

Group Fee: RM2,250 per pax
(Sign up 3 pax or more)

Note: Fee is inclusive of training materials and F&B



PM LEARNING SDN BHD (1258826-W)

Head Office: Unit 3A07, Block D, Phileo Damansara 1,
Jalan 16/11, Pusat Perdagangan Phileo Damansara,
46350 Petaling Jaya, Selangor

Penang Office: No.2, Level 3, Lorong Jawi Ria 1,
Taman Jawi Raya, 14200 Sungai Jawi, Penang

For inquiry or In-house training, please contact:
Kavitha @ 018-374 4580 / kavitha@pmllearning.biz

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TRAINER PROFILE

MANI SELVAN NADARAJAH

PMP, Bsc (Hons), MBA (Cardiff Metropolitan University)

Mani Selvan Nadarajah has a total of 18 years of project management working experience, spanning within Project Management, Information Systems Application Management, Quality Management, Human Resources Management, and Manufacturing/Process Engineering. Mani Selvan started his career as a Robotic Consultant with exposure to TQM and ISO 9002 methodologies.

Mani Selvan then joined Telekom Smart School Malaysia as a Content Manager working on various educational, knowledge management portals and information system for various Ministries and private bodies. He was also one of the committee members (EPG) to establish CMMI level 3, and active committee member in implementing Balanced Scorecard (BSC) for Telekom Smart School in order to raise professionalism standards in Telekom Smart School.

After spending nearly 6 years in Telekom Smart School, Mani Selvan joined The Media Shoppe Berhad (TMS) as Senior Project Manager. In TMS he was responsible in managing various IT projects from government to corporate companies. Mani Selvan is a Certified Project Management Professional (PMP) - from Project Management Institute, Mani Selvan is currently managing his own company, Learning Steps, focusing on various project consultancy and training and also serving as Project Director in Sulabs Sdn Bhd.

Mani Selvan has delivered many training and workshops on Project Management and Business Strategy related industries, such as IT Project Management, Project Management Professional (PMP), Project Fundamentals, Risk Management, O&G Project Management, Business Case and Plan Writing and Business Reengineering. He also has conducted training in most of the ASEAN countries, India, Bangladesh, Pakistan, Sri Lanka, Sudan, Egypt, Bahrain, Sudan, UAE (Dubai and Abu Dhabi).

CLIENTELE

- UEM Builders
- Motorola
- OPUS
- DELL
- UMP
- IBM
- Intel
- BSN
- CIMB Bank
- Hong Leong Bank
- AmBank
- RHB Bank
- Affin Bank
- Alliance Bank
- Ministry of Education
- Ministry of Health
- Home Ministry
- Petronas Sdn Bhd
- Shell Sdn Bhd
- Western Digital
- Telekom Smart School
- Prime Minister Department
- Employee Provident Fund

ACADEMIC

- Honors Higher Diploma in Robotic Engineering, FRIS - 1995
- Bachelor of Science (Hons), Chemistry with Management, University Science Malaysia, Penang - 1999
- MBA – Cardiff Metropolitan University - 2014

PROFESSIONAL

- PMP (Project Management Professional) - from Project Management Institute, USA - from 2009 until present
- PRINCE 2 - 2012 till present

SUMMARY OF TRAINING EXPERIENCE

- Since 2007
- 120 PMP Trainings, 400 Project Management Trainings
- 1200 PMP Trainees
- Average Passing Rate - 90%

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REGISTRATION FORM

PARTICIPANT(S) DETAILS

Full Name : _____

Designation : _____

Contact No. : _____

Email : _____

Full Name : _____

Designation : _____

Contact No. : _____

Email : _____

Full Name : _____

Designation : _____

Contact No. : _____

Email : _____

BILLING DETAILS

Company : _____

Address : _____

Contact Person : _____

Designation : _____

Contact No. : _____

Email : _____

Company Stamp :

COURSE FEE

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(Sign up by 4 OCT 2019)

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PAYMENT DETAILS

Account Name: PM LEARNING SDN BHD

Bank Name: CIMB BANK BERHAD

Account No: 800 919 3381

TERMS AND CONDITIONS

- Upon receipt of a completed registration form, it confirms that the organization is registering for the seat(s) of the participant(s) to attend the conference or training workshop.
- Payment has to be received 7 working days prior to the event date to confirm registration.
- Payment is non-refundable if cancellation occurs 7 working days prior to event commencement. However a substitute is welcome at no additional charge.

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