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Fundamental Project Management Practices & Techniques

PIK785-0927 MLS-KL-1

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Place	: Kuala-Lumpur	**Venue**	: Novotel Kuala Lumpur City Center Hotel (Jalan Kia Peng, 50450, Wilayah, Persekutan, Kuala Lampur, MALAYSIA) - TBC		
Start Date	: 06-09-2027	**End Date**	: 10-09-2027	**PPP**	: £4550

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If you can't train them, you can't blame them!

Short Description:

COURSE OVERVIEW The training program aims to elevate participants' expertise in fundamental project management practices and techniques. By engaging in this program, individuals will cultivate essential skills that are pivotal for successful project execution. Participants will delve into key areas such as leadership and communication, which are vital for fostering collaboration within project teams. The program emphasises the importance of effective communication in ensuring that all team members are aligned with project goals and objectives, thereby enhancing overall project performance. In addition to leadership and communication, the training will focus on problem-solving and decision-making skills, which are crucial for navigating challenges that arise during project execution. Participants will learn to analyse complex situations, identify potential issues, and develop strategic solutions that contribute to project success. By honing these competencies, participants will be better equipped to manage projects effectively, leading to improved outcomes and increased organizational efficiency.

Course Overview:

COURSE OBJECTIVES

At the end of this program, participants will be able to:

- Plan projects by utilising the statement of work.
- Develop a Work Breakdown Structure (WBS) for project organisation.
- Schedule project activities effectively.
- Construct a project network model for better visualisation.
- Calculate project budgets using Earned Value (EV) techniques.
- Assess schedule variances to track project performance.
- Enhance negotiation and communication skills to engage with project stakeholders.

TARGET AUDIENCE

- Project Managers.
- Members of Project Offices.
- Project Sponsors.
- Functional Managers.
- Senior Management.
- Stakeholders involved in project execution.
- Team members contributing to project success.

Program Outline:

DAY 1: Project Planning

1. Differentiating Projects from Operations - Definitions and Uses.

2. Handling Project Limitations and Advantages.
3. Investigating the Project Life Cycle and Charter.
4. Outlining Project Scope, Specifications, and Limitations.
5. Utilising Work Breakdown Structure for Project Division.
6. Grasping the Basics of Project Management - Definitions and Practices.

DAY 2: Project Scheduling

1. Organising Activities - Linking WBS and Predecessor Techniques.
2. Excelling in Project Evaluation - PERT and Critical Path Method (CPM).
3. Scheduling Approaches - Forward and Backward Scheduling Techniques.
4. Visualising Progress - Gantt and Milestone Charts.
5. Techniques for Efficiency - Slack Management and Schedule Compression Methods.

DAY 3: Project Organisation & Control

1. Project Organisation and Oversight - Reporting and Auditing.
2. Executing Earned Value Management - Variances and Performance Metrics.
3. Enhancing Project Efficiency - Advantages of Earned Value Management.
4. Using Software Tools - Their Role and Significance in Project Management.
5. Assessing Schedule and Budget Variances for Performance Enhancement.

DAY 4: Project Selection Using Capital Budgeting Methods

1. Understanding capital budgeting.
2. Accounting Rate of Return (ARR).
3. Payback Period (PP).
4. Net Present Value (NPV).
5. Internal Rate of Return (IRR).

DAY 5: Managing Project Stakeholders

1. Recognising stakeholders.
2. Categories of stakeholders.
3. Overseeing stakeholder involvement.
4. Skills for project managers.
5. Negotiating in projects.