MASTERING PROJECT MANAGEMENT:
From Fundamentals to Agile Practices

RM 2,600

MODULE OVERVIEW

Project Management is the process of planning, organizing, executing, and controlling tasks and resources to achieve specific goals within a defined timeframe and budget. It ensures that projects are completed efficiently, meet quality standards, and align with organizational objectives.

Project Management Training is a structured program designed to equip individuals with the knowledge, skills, and tools needed to successfully plan, execute, and manage projects. It covers essential project management concepts, methodologies, best practices, and industry standards to help professionals improve efficiency, meet project goals, and manage risks effectively.

Project management is not just about meeting deadlines and budgets—it's about delivering value, innovation, and sustainable success. As the participants return to their roles, they will be able to take ownership of their projects, apply best practices, and lead with confidence.

LEARNING OBJECTIVES

- Understand fundamental project management concepts and processes.
- Develop a structured approach to planning and executing projects.
- Utilize project management tools such as Gantt Charts, Work Breakdown Structures (WBS), and Risk Matrices.
- Identify and mitigate project risks effectively.
- Improve communication and stakeholder management.
- Monitor and control project progress using key performance metrics.
- Apply Agile and traditional project management techniques to real-world projects.

TARGETED PARTICIPANTS

- Project Managers & Team Leaders
- Engineers & Technical Professionals
- Business Managers & Executives
- Operations & HR Managers
- Professionals involved in project planning and execution
- Anyone aspiring to develop project management skills
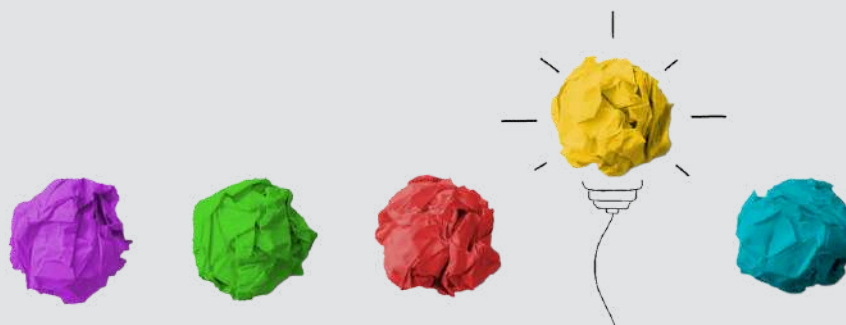
METHOD OF TRAINING

- Lectures: For presenting theoretical concepts and key information.
- Hands-on Activities: Practical sessions to apply learning in real-world scenarios.
- Case Studies: To analyze and discuss real-life examples and solutions.
- Group Discussions and exercises: To encourage sharing of ideas and collaborative learning.

LEARNING OUTCOME

Upon completing this training, participants will be able to:

- gain a thorough understanding of fundamental project management concepts, processes, and methodologies,
- develop structured approaches to planning and executing projects using tools like Gantt Charts, Work Breakdown Structures (WBS), and Risk Matrices,
- identify, assess, and mitigate project risks effectively to ensure project success,
- improve communication and stakeholder management skills to lead projects with confidence and clarity,
- apply agile and traditional project management techniques to real-world projects, enhancing flexibility and adaptability.

CONTENTS DAY 1

Day 1: Fundamentals of Project Management

Module 1: Introduction to Training
- Welcome and overview of the workshop
- Explanation of training objectives and agenda
- Self-introduction
- Setting expectations and objectives for the training

Activity: *Icebreaker activity to set the tone for the program*

Module 2: Introduction to Project Management
- What is project management?
- Importance of project management in business success
- Project vs. Operations: Key differences
- The role of a project manager and key competencies

Interactive Activity: *Participants share past project experiences (successes & challenges)*

Module 3: Project Life Cycle & Processes
- The Five Project Management Phases (Initiation, Planning, Execution, Monitoring & Controlling, Closing)
- Key project management knowledge areas (Scope, Time, Cost, Quality, Risk, etc.)
- Stakeholder identification and management

Group Exercise: *Map out a real-life project lifecycle in small teams*

Module 4: Project Planning Essentials
- Work Breakdown Structure (WBS) – Breaking down complex projects
- Scheduling techniques: Gantt Charts, Critical Path Method (CPM)
- Cost estimation and budgeting basics
- Setting SMART project objectives

Hands-on Exercise: *Create a WBS for a sample project*

Module 5: Risk Management & Problem Solving
- Identifying and assessing project risks
- Risk mitigation strategies
- Common project challenges and problem-solving techniques

Case Study: Analyzing a failed project and lessons learned

Recap and Q&A
- Summary of key learnings from Day 1
- Open floor for questions and clarifications

CONTENTS DAY 1

Day 2: Execution, Monitoring and Agile Project Management

Module 6: Project Execution & Team Management
- Managing project teams and stakeholder expectations
- Leadership and communication skills in project management
- Conflict resolution in project teams

Role-Playing Activity: *Handling a difficult stakeholder*

Module 7: Project Monitoring & Performance Measurement
- Tracking project progress and performance
- Earned Value Management (EVM) basics
- Adjusting project plans and corrective actions

Simulation: *Using project dashboards for real-time monitoring*

Module 8: Agile Project Management & Adaptive Planning
- Introduction to Agile methodologies (Scrum, Kanban)
- Agile vs. Traditional Project Management
- Iterative planning and flexibility in project execution

Game-Based Activity: *Agile simulation with iterative tasks*

Module 9: Project Closure & Lessons Learned
- Finalizing project deliverables
- Conducting project review and lessons learned
- Preparing for project audits and documentation
- Best practices for continuous improvement in project management

Wrap-Up and Evaluation
- Final reflections on learning
- Q&A session
- Summary of key takeaways from the training