

# FUNDAMENTAL OF PROJECT MANAGEMENT

**DATE:** 8-9 May / 11-12 September 2023  
15-16 January 2024

**FEE:** RM1,050

**DURATION:** 2 Days

**HRD CORP SCHEME:**  
HRD Corp Claimable Courses

## PROGRAM OVERVIEW

All companies run projects these days – whether they are large or small, short- or long-term in scope, service-oriented or manufacturing based. Projects represent the future of a company. Without projects there would not be any new product development, research and development, feasibility studies, market surveys, market launches, quality and productivity improvement studies, installation and commissioning of new equipment, etc. Successfully planned and managed projects could translate into higher returns for a company's investment in its projects and more productive subsequent utilisation of its resources. Together, these issues may have a significant impact on a company's competitiveness.

Companies that are able to manage their projects will also realise an improvement in their work culture and relationship with external parties such as customers, suppliers, government agencies, and the general public. The trends indicate that companies face increasing pressure to reduce their costs, improve quality, shorten lead times, and upgrade their service levels. A well-trained project team led by capable managers would enhance a company's competitive position and this is an issue that they cannot afford to ignore. Changes in the business environment demands that projects be planned and managed well to ensure continued survival and success.

## LEARNING OUTCOMES

Upon completion of this program, participants will be able to:

- Introduce participants to the basic principles, techniques and practice of project management and its place in the overall management of an organisation.
- Introduce participants to the critical aspects of project management (performance, cost, time, and risk management).
- Introduce to the role of complex human relationships in project management, including leadership, teamwork and conflict management.
- Train participants in the techniques of effective planning and control of project tasks.
- Train participants in the application of the Critical Path Method (CPM).
- Train participants in the techniques of preparation and presentation of project plans and tasks, and the justification of their proposals.
- Raise the awareness among participants of the common pitfalls in the management of projects and how these may be avoided.

## METHODOLOGY

- While there will be some degree of lecturing, the main emphasis is on the development of awareness and skills through the extensive use of exercises, participative discussions, role-play, and case studies.
- Participants will be encouraged to share their work experiences and apply the principles and techniques to their work situations. Specific models and techniques will be introduced and applied during the various activities with particular focus on the soft issues such as leadership, teamwork, project work culture, and conflict management.



## WHO SHOULD ATTEND

- Mid/Senior Manager
- First Level Manager
- Executive/Supervisory

## FACILITATOR

### Mah Kong Howe

MAH Kong Howe is the Principal Consultant and Trainer of SQI Management Consultants. He designs and conducts training programmes in project management, total quality management, strategic management, creative problem solving, internal quality auditing, FMEA, statistical process control, business ethics, and safety management among others. He has worked on research and development projects in Australia as well as projects and quality assurance (ISO 9000 and QS 9000) in the Malaysian automotive parts manufacturing industry. His training and consulting clients are from a variety of service and manufacturing organisations.

## PROGRAM CONTENT

### Module 1

Role of project management in an organisation's strategy and operations

- Relates the role that successful project management on an organisation's utilisation of resources, market competitiveness, and contribution to its strategies.

Activities: Group discussion

### Module 2

Major parameters governing project management (Quality, Budget, Schedule, and Risk)

- Examines the three key parameters of project management (management of performance, costs, time, and risks) and their requirements.
- Emphasises on the relationships between these parameters and the role of the project manager and team members.
- Conduct risk assessment and develop risk response plans and contingencies.

Activities: Group exercises

### Module 3

Role of the project manager/leader & team members in project team development

- Examines the group dynamics and complexities of human interactions in the project environment.
- Importance of establishing the right project work culture and leadership/management styles.
- Pitfalls in teamwork

Activities: Group exercise

### Module 4

Critical Success Factors in the planning, management, and control of projects

- Examines the basic model of project planning, management, and control.
- Developing project outlines (Work Breakdown Structures).
- Techniques for planning, presenting, and justifying project proposals and plans (includes project life cycles, project stakeholder analysis, assumption surfacing and testing).
- Techniques for coordinating and controlling multiple tasks and multiple stakeholders; include the application of graphs, tables, and charts.
- Reporting structures and techniques for keeping project deadlines and for bringing activities back on-track.

Activities: Exercises, and group discussion.

### Module 5

Critical Path Method (CPM)

- Introduces the principles of the technique
- Application of this technique in project planning and project control; application to contingency planning.
- Activities: Exercises and group discussion.



## PROGRAM SCHEDULE

### Day 1

9:00am - 10:30am	:	Module 1
10:30am - 10:45am	:	Coffee Break
10:45am - 1:00pm	:	Module 1 ( <i>Continue</i> )
1:00pm - 2:00pm	:	Lunch
2:00pm - 3:30pm	:	Module 2
3:30pm - 3:45pm	:	Coffee Break
3:45pm - 5:30pm	:	Module 2 ( <i>Continue</i> )
		<b>End of the day</b>

### Day 2

9:00am - 10:30am	:	Module 3
10:30am - 10:45am	:	Coffee Break
10:45am - 1:00pm	:	Module 3 ( <i>Continue</i> )
1:00pm - 2:00pm	:	Lunch
2:00pm - 3:30pm	:	Module 4
3:30pm - 3:45pm	:	Coffee Break
3:45pm - 5:30pm	:	Module 5
		<b>End of the day</b>

