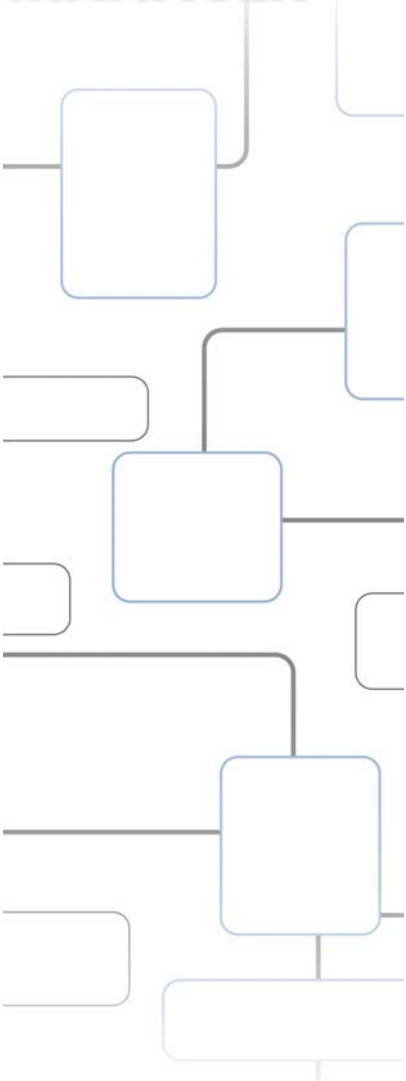




## COMPETENT PROJECT MANAGER



### COURSE SYNOPSIS

Project is the source of business life and survival. Businesses and entities constantly engaged in projects to explore new opportunities for growth and improvement. In search of competitive advantage, successful projects should not only achieve its objectives but also be completed with a high rate of effectiveness and efficiency. Project management therefore covers a diverse management and administrative skills, from finance, resource management, statutory and regulatory requirements, managing change, procurement and etc.

### COURSE OBJECTIVES

It is the aim of the program to equip the Participants with the necessary skills in effective Project Management, including competent handling of projects in an integrated and professional manner, better understanding of the arts and science of project management and improved convincing and influential power in the handling of stakeholders.

### WHO SHOULD ATTEND

Participation is opened to all who are involved in projects in one way or another. Project executives, administrators, project leaders, site supervisors and managers are most welcomed to attend. Those who are not directly involved in projects but play a role in ensuring project success will also find this program beneficial for the effective and efficient execution of their tasks.

### DELIVERY METHODOLOGY

This program will take on a multi disciplinary approach using both the passive and participative approaches. Participants will be systematically exposed to a series of awareness, reinforcements and exercises.

### COURSE CONTENTS

#### PROGRAM DAY 1

##### Session 1: Business Fire-Up

- The Need For New Projects
- Avoiding Project Failures
- Pre-Requisites of A Competent PM

##### Session 2: Project Kick Start

- Project Planning
- Identifying and Selecting The Right One
- Success Selling of New Projects

##### Session 3: Managing Projects 1

- Project Management Framework
- Project Management Processes
- Project Integration on Management

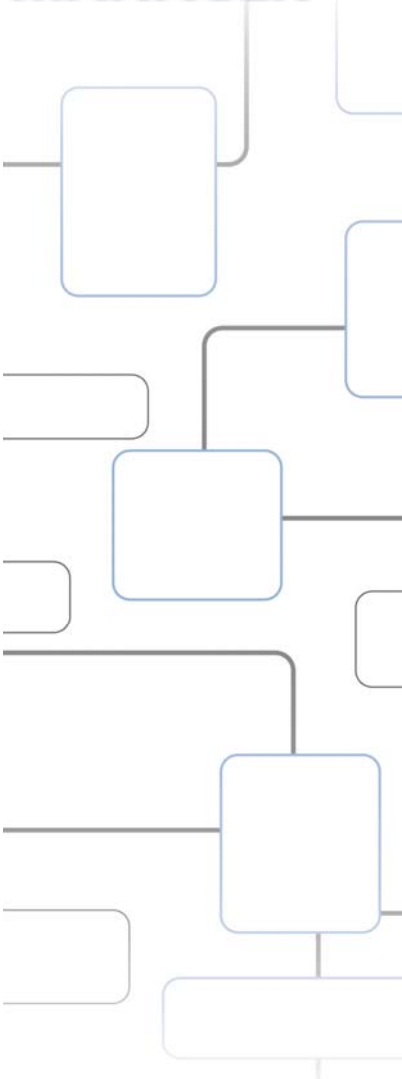
##### Session 4: Managing Projects 2

- Scope Management
- Cost Management

# i-Skill



## COMPTENT PROJECT MANAGER



### PROGRAM DAY 2

#### Session 5: Resource Management 1

- HR Management
- Communications Management
- Risk Management

#### Session 6: Resource Management 2

- Procurement Management
- Time Management

#### Session 7: Managing Quality

- The Myths of Quality
- Principles of Quality
- The Dynamics of Problems

#### Session 8: Project Close-Out

- Issues in Project Close-out
- Lessons Learned