



# PROJECT MANAGEMENT

practical approach to project management process

HRDF

[www.zohlgroup.com](http://www.zohlgroup.com)

**COURSE CODE:** NT-CD-12    **LEVEL:** Basic to Intermediate

**LANGUAGE:** Bahasa & English

## OVERVIEW

In the past few decades, organizations have discovered something incredible: the principles that have been used to create enormous successes in large projects can be applied to projects of any size to create amazing success. As a result, many employees are expected to understand project management techniques and how to apply them to projects of any size.

The Project Management workshop will give participants an overview of the entire project management process, as well as key project management tools that they can use every day. Working with project planning documents, such as needs assessments, risk management plan, and a communication plan will provide benefits throughout your organization.

Many organizations don't employ full-time project managers and it is common to pull together a project team to meet a specific need. While many people may not have formal skills in a project methodology, taking a role in a project team is an excellent learning opportunity and can improve a person's career profile.

## OBJECTIVES

- Participant will be able manage their project systematically.
- Participants will gain understanding on definition of project and project management.
- Participants will gain understanding on project scope management, project time management, and also project cost management.
- Participants will know what is project procurement management and also project stakeholder management
- Participant will get clear explanation on the need for ethics in project management.

## COURSE DURATION

2 days (9am—5pm)

Tea Breaks: 10:30am & 3:30pm | Lunch: 1:00pm-2:00pm

**Note :** Please contact our office for Training Date or visit our website for details ([www.zohlgroup.com](http://www.zohlgroup.com))

## METHODOLOGY

Interactive Lecturers | PowerPoint presentation | Group Discussions | Practical Exercises | Case Study

## TARGET AUDIENCE

This program is suitable for Supervisors, Engineers, Executives, Managers and CEOs.

## LOCATION

Mindset Discovery Center™@ZOHL, Bandar Sri Damansara, KL or Client's Preferred Location or any hotel in the selected Region(s)

## COURSE CONTENTS

### Module One: Getting Started

Icebreaker  
Housekeeping Items  
The Parking Lot  
Workshop Objectives

### Module Two: Key Concepts (I)

What is a Project?  
What is Project Management?  
What is a Project Manager?

### Module Three: Key Concepts (II)

About the Project Management Institute (PMI)  
About the Project Management Body Of Knowledge (PMBOK)  
The Five Process Groups  
The Nine Knowledge Areas  
The Triple Constraint

### Module Four: Initiation (I)

Identifying Your Stakeholders  
Assessing Needs and Wants  
Setting a SMART Project Goal  
Creating Requirements and Deliverables

### Module Five: Initiation (II)

Creating a Statement of Work  
Completing the Project Planning Worksheet  
Completing the Project Charter

### Module Six: Planning (I)

Managing Expectations  
Creating a Task List  
Estimating Time  
Estimating Resources  
Estimating Costs

### Module Seven: Planning (II)

Building the Work Breakdown Structure  
Creating the Schedule  
Creating a Risk Management Plan  
Creating a Communication Plan

### Module Eight: Planning Tools

The Gantt Chart  
The Network Diagram  
Using a RACI Chart  
Going the Extra Mile: Microsoft Project

### Module Nine: Executing the Project

Establishing Baselines  
Monitoring Project Progress  
Triple Constraint Reduction Methods

### Module Ten: Maintaining and Controlling the Project

Making the Most of Status Updates  
Managing Change  
Monitoring Risks

### Module Eleven: Closing Out

Preparing for Closeout  
Celebrating Successes  
Learning from Project Challenges  
Scope Verification  
A Final To-Do List

### Module Twelve: Wrapping Up

Words from the Wise  
Review of Parking Lot  
Lessons Learned  
Completion of Action Plans and Evaluations

Customized In-House Training Program is available in the following areas:

**Administrative Skills | Career Development | Human Resources | Personal Development | Sales & Marketing | Leadership & Management | Workplace Essentials | Entrepreneurship | Soft Skills | Engineering | Telecoms | IT**

CALL US FOR DETAILS or VISIT OUR WEBSITE AT [WWW.ZOHLGROUP.COM](http://WWW.ZOHLGROUP.COM)



Sebarang pertanyaan sila hubungi Cik Niesa

ZOHL Consultancy Sdn Bhd (332967-D)(GST ID:000327831552)

M2-15-02, Level 15, 8trium Tower 2, Jalan Cempaka SD 12/5

Bandar Sri Damansara, 52200 Kuala Lumpur

T: 03.6279.9276 F: 03.6279.0663 HP: 013.206.1038 E: [training@zohlgroup.com](mailto:training@zohlgroup.com)



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### COURSE FEE

RM1,200

(Fee inclusive of Course Material, Attendance Certificate, and Meals)

### CERTIFICATE

Participants will be issued a Certificate of Attendance/Accomplishment upon successful completion of this training program. Full attendance is a pre-requisite.

### HRDF CLAIMABLE

Yes. SBL Khas. If your company contributes to HRDF Fund

### REGISTRATION METHOD

1. **Online:** [http://zohlgroupp.com/hrdf\\_registration/](http://zohlgroupp.com/hrdf_registration/) **OR**
2. Download this brochure at: <http://zohlgroupp.com/hrdf-brochures/> and fill up the required information. Then please fax to: 03.6279.0663
3. Or contact our office at: 03.6279 9276 / 013.206.1038

### FACILITATOR

**Mohamad Hashim Mohamad Taib**, Senior Consultant with ZOHL Consulting Group dedicated to and in pursuit of project management excellence. Had his primary and secondary education in Pahang. Furthered his study at California State University, Chico, USA and obtained a B.Sc. degree in Construction Management. He also holds a MBA from University Selangor in 2015 with minor in Islamic Finance.



One of the project that he was involved was the transformation of technical and vocational education initiative led by the Ministry of Education (MoE). His participation includes the survey of industry needs, select and propose specific curriculums, mapping against existing syllabus within the MoE and the National Occupational Skills Standard (NOSS). This includes the preparation of teaching and learning pedagogy, approval and certification. He was also involved in the setting up of proposed colleges and infrastructures to suit the technical teaching requirement.

He has a keen interest in the field of project management and became a member of Project Management Institute (PMI), an international organization that promotes the project management field. He obtained his Project Manager Professional (PMP) certification in 2005. He is also a member of Environment Research and Development (ENSEARCH) , a local non-profit association on environment.

\*Note: Trainer availability is subject to change



### REGISTRATION FORM

Participant#1: \_\_\_\_\_

Position: \_\_\_\_\_

IC No: \_\_\_\_\_

Participant#2: \_\_\_\_\_

Position: \_\_\_\_\_

IC No: \_\_\_\_\_

Training Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### PAYMENT

CASH: RM \_\_\_\_\_ **OR**

CHEQUE No: \_\_\_\_\_

Please fax your bank-in slip to 03.6279.0663 or scan your bank-in slip and email to [training@zohlgroupp.com](mailto:training@zohlgroupp.com)

\*Please make your cheque payable to:

**ZOHL Consultancy Sdn Bhd**



Account No:  
**514392303373**

Signature & Company Stamp

### Note:

- Date & venue of seminar subject to changes
- Payment must be made 7 days before the training date
- Registration cancelled 7 days prior to the event is subject to RM100 service charge per participant
- No refunds for notice received less than 7 days prior to the event. A substitution may be made at any time at no extra charge.
- Program content may change subject to revision by our consultants from time to time.
- Full fee is required with your registration. 5% Group discount is available - min 3 pax.

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