



# PROJECT MANAGEMENT

Practical Approach to Project Management Process

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

**COURSE CODE:** NT-PM-01

**LEVEL:** Basic to Intermediate

**LANGUAGE:** Bahasa & English

## OVERVIEW

The Project management in the modern sense began in the early 1950s, although it has its roots further back in the latter years of the 19th century. The driver for project management was businesses realizing the benefits of organizing work around projects and the critical need to communicate and co-ordinate work across departments and professions. 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 BENEFITS

- Manage a project through each stage of the project management life cycle
- Document the needs and priorities of key stakeholders
- Develop an execution strategy that will fulfill stakeholders' expectations
- Develop a project plan that balances scope, time, cost, and risk
- Assess project complexity and analyze scope to a suitable degree of granularity
- Establish project controls to ensure a successful outcome
- Monitor project activities and effectively assess progress
- Report status and performance efficiently and effectively
- Collect lessons learned and create a project archive that contributes to an organization's experience base

## 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

This program will be conducted with:

- Interactive Lecturers | PowerPoint presentation
- Discussions | Practical Exercise | Role Play | Case Study

## TARGET AUDIENCE

This course is ideal for:

New Project Manager | Project Executives | Site Supervisors  
Project Team Members | Engineers & Technicians

## LOCATION

Mindset Discovery Center™@ZOHL, Bandar Sri Damansara, Kuala Lumpur or Client's Preferred Location or selected venue in the Region (s)

## COURSE CONTENT

### 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
- Ethics in Project Management
- 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:

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CIDB

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## COURSE FEE

### Peninsular Malaysia

- **With Green Card: RM530.00** per person incl. 6% SST
- **Without Green Card: RM636.00** per person incl. 6% SST

### Sabah & Sarawak

- **With Green Card: RM636.00** per person incl. 6% SST
- **Without Green Card: RM742.00** per person incl. 6% SST

(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.

## CIDB CCD Points

Requested: 20 (for CIDB-Registered Companies)

## REGISTRATION METHOD

1. **Online:** [http://zohlgroupp.com/cidb\\_registration/](http://zohlgroupp.com/cidb_registration/) **OR**
2. Download this brochure at: <http://zohlgroupp.com/all-brochures/> and fill up the required information. Then please fax to: 03.6279.0663
3. Or contact our office at: 03.6279 9276 / 013.398.1038

## FACILITATOR

**Mohamad Hashim Mohamad Taib**, the owner and key person of HTP Management, a company formed 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 : \_\_\_\_\_

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

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

**Note:** please duplicate this page for multiple participants' registrations

Green Card No: \_\_\_\_\_ (only if it is applicable)

CIDB Grade G : \_\_\_\_\_ (only if it is applicable)

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

Training Venue: \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

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

Company Website: \_\_\_\_\_

## 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 [plbk@zohlgroupp.com](mailto:plbk@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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Sebarang pertanyaan sila hubungi Cik Niesa

**ZOHL Consultancy Sdn Bhd** (332967-D)(SST ID: W10-1810-32000429)

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