Project Planning and Management - Advanced Level

Date	Venues	($)Fees	Book your seat
14 Dec -18 Dec 2025	Kuala Lumpur	3300	Register Now

Objectives:

By the end of this training program, each participant will be able:

- To understand the difference between the responsibilities and authorities of the Project Manager and the Line Manager,
- To acquire the relevant skills to manage conflicts during projects,
- To practice how to develop project budget and realistic time schedule,
- To learn how to define and assess Project Risks,
- To better plan for project resources,
- To understand concept of Earned Value Analysis and assessing the project monitoring indicators,
- To become familiar with project planning & management application (MS Project).

Who should attend?

Project Managers, Team Leaders, Project Team Members, Account Managers who work in projects or functional managers who work in project-based type of organization and contribute in company's project tasks.

Course Outline:

What is Project Planning & Management?

- Definitions and PM key concepts
- Common failure factors of a project
- Potential benefits of PM
- Functional Manager Vs The Project Manager
- Project Manager Role, Responsibilities, and Authorities

The Project Manager Skills:

- Leadership
- Communication Skills
- Project Conflict and Conflict Resolution Skills
- Power Styles
- Individual Assessment Test - Power Perception Profile

The Pre-Project Planning Phase - Project Feasibility Study:

- Project Estimating and Costing
- Distinguish between Feasibility Studies and Cost-Benefit Studies
- Indictors used to assess project feasibility.
- How to conduct a feasibility study? What do you need?
- Exercises – Project Feasibility Study

Identifying the Project:

- Project Statement & SOW
- Project Charter
- Project Work Breakdown Structure – WBS
- Different Approaches to develop project WBS
- Exercise – Developing a WBS for a project

Developing Realistic Time Schedule:

- Program Evaluation & Review Technique (PERT), and Critical Path Method (CPM)
- Activities Constraints, Milestones, and inter-dependencies
- The Network calculation and defining the Critical Path of the project
- Activities Total Float & Free Float and how to get use of them in managing projects
- Developing Project Bar / GANTT Chart, and Network Diagram
- Key points when estimating of time
- Practice on the Project Network Calculation

Risk Management:

- Risk & Risk Management Process / Activities
- Utilizing tools for assessing risk – Cause-Effect Diagram, and Decision-Tree
- Handling Risk
- Contract Types that can be adapted to transfer risk to external party
- Group / Individual Exercise – using the Decision Tree in risk assessment

Project Organization:

- Types of Project Organization Structure
- Functional Structure Vs. Matrix Structure
- Selecting the Project Staff
- Types of team members
- Assigning tasks to project staff – using the WBS, Responsibility Chart, and Personnel Availability Form

Managing Project Team:

- How to select your project team members?
- Types of People
- Team Members Roles (Constructive Vs Destructive roles)
- Personality Type Model
- Individual Assessment Test - Personal Preferences in Management (People Vs Tasks)

Resources in Project Planning & Budgeting:

- Allocating resources - Resource Loading & Profiling
- Project cost components / accounts
- Techniques in managing resources, and refining the project plan
- Resource Leveling
- Resource Smoothing
- Project Crashing
- Project Cash Flow and the S-Curve
- Components of the completed project baseline plan

Project Implementation- follow up the baseline plan:

- Monitoring & controlling process of the Project
- What does the PM look at?
- Key Points in Project Management
- The concept of Earned Value Analysis
- Reading the Project Monitoring Indicators & Project-S curve
- Extended Demo / Tutorial on Using MS Project 2000 in Project Planning & Management.

WORKSHOP STYLE:

A mixture of short presentations, interactive discussion, individual exercises and group work. The emphasis throughout is on a practical approach using case material and examples.

97337256847

info@firstselectbh.com

www.firstselectbh.com