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# Project Management Fundamentals: Virtual Facilitator Led Session

29 July 2023



# PM Fundamentals – Overview

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- *Successfully managing a project requires effective planning and adherence to the industry's best practices in every step of the process. By understanding the fundamentals of project management, you will be better prepared to initiate a project in your organization and position it for success*
- In this course, you will identify effective project management practices and their related processes

## Course Objective

Identify the key processes and requirements of project management.

Plan for time and cost.

Execute, manage, and control a project.

Initiate a project.

Plan for project risks, communication, and change control.

Close a project.

**Target Audience:** Anyone who is considering a career path in project management and desiring a complete overview of the field and its generally accepted practices can benefit from this course.



# Why Us?

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- We are an **Authorized Training Partner** for Project Management Institute, USA. Our trainer and training materials are vetted and approved by PMI as meeting their stringent requirements



- All participants shall receive the official PMI PM Fundamentals student kit via



- Sessions are interactive, with participant feedback and virtually conducted quizzes, case study with immediate facilitator feedback



- The 1 day session shall be led by an experienced Authorized PMI Trainer



# Course Content: Day 1

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## Lesson 1: Getting Started with Project Management

- Topic A: Identify the Characteristics of a Project
- Topic B: Identify the Project Management Life Cycle
- Topic C: Identify the Role of a Project Manager

## Lesson 2: Initiating a Project

- Topic A: Determine the Scope of a Project
- Topic B: Identify the Skills for a Project Team
- Topic C: Identify the Risks to a Project

## Lesson 3: Planning for Time and Cost

- Topic A: Create a WBS
- Topic B: Sequence the Activities
- Topic C: Create a Project Schedule
- Topic D: Determine Project Costs



# Course Content: Day 1

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## Lesson 4: Planning for Project Risks, Communication, and Change Control

- Topic A: Analyze the Risks to a Project
- Topic B: Create a Communication Plan
- Topic C: Plan for Change Control

## Lesson 5: Managing a Project

- Topic A: Begin Project Work
- Topic B: Execute the Project Plan
- Topic C: Track Project Progress
- Topic D: Report Performance
- Topic E: Implement Change Control

## Lesson 6: Closing the Project

- Topic A: Close a Project
- Topic B: Create a Final Report



# Facilitator's Profile

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Dr Suriya is an accomplished trainer as well as a very articulate presenter who has demonstrated skills in conveying knowledge effectively. She is not only passionate but also has a deep interest in sharing knowledge both academically as well as professionally.



She is a corporate trainer and university researcher, and obtained her Ph.D. from Universiti Putra Malaysia on December 2015. She dedicated herself to pursue groundbreaking research papers that has been published in peer reviewed journals.

She is also a Project Management Professional (PMP). She is also awarded the Project Management Institute (PMI) Certified Instructor credentials that qualifies her as an approved PMP and CAPM course instructor duly recognised by Project Management Institute, USA.

She has successfully managed many interesting and significant projects over the years, and is committed to adding value and building productive relationships within the Malaysian corporate sector and academia.



# Course Fees

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## Course Fees

RM 900

### 1. Prices indicated above does not include 6% SST

The course fee is claimable via the following governmental schemes:-

(a)HRDF/HRDC SBL Khas



# Contact Details

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