

# Project Management Training

A Physical Training in KK


## 7-8 July

9.00 am to 5.00 pm

**Hilton Hotel Kota Kinabalu, Sabah**

Don't let that big contract become a *headache*! Learn how to manage projects successfully, *on time* and *within budget*. A physical training for a very effective session.

 [farrah@symphonydigest.com](mailto:farrah@symphonydigest.com)

 016-6062816

**Early Bird: RM2,650**

Register **Before 16 June**

**Normal Fee: RM3,000**

incl. of 8% SST, HRDC claimable



## Learn how to:

- **Apply** project management principles to real-world scenarios.
- **Analyse** project scope and align objectives with stakeholders.
- **Create** a Work Breakdown Structure (WBS) for task management.
- **Identify**, assess, and mitigate project risks.
- **Analyse** project performance using key metrics.
- **Create** a closure report with lessons learned and improvement areas.

[symphonydigest.com](http://symphonydigest.com)  
[doshu.com.my](http://doshu.com.my)

## Module 1: Overview of Project Management

- Definition of projects and project management.
- Characteristics of successful projects (scope, time, cost, quality).
- Roles and responsibilities in project management.
- Introduction to the Five Phases of Project Management.
- Overview of PMBOK's Knowledge Areas.

## Module 2: Phase 1 – Initiation (Part 1)

- Defining project scope and objectives
- Identifying stakeholders and their roles.
- Setting up project charters and business cases.

## Module 3: Phase 1 – Initiation (Part 2)

- Assessing project feasibility and risks.
- Understanding resource requirements.
- Initial budgeting considerations

## Module 4: Phase 2 – Planning (Part 1)

### Scheduling

- Importance of planning in project success.
- Developing a Work Breakdown Structure (WBS).
- Creating a project schedule.

## Module 5: Phase 2 – Planning (Part 2)

### Budgeting

- Resource allocation strategies.
- Setting milestones and checkpoints.
- Budgeting techniques and financial S-curves.

## Module 6: Phase 2 – Planning (Part 3)

### Quality Assurance

- Quality management principles.
- Communication planning strategies.
- Risk management planning techniques.



## **Module 7: Phase 3 - Execution (Part 1)**

- Mobilise resources and initiating work plans.
- Importance of effective communication during execution.
- Documenting progress against the plan.

## **Module 8: Phase 3 - Execution (Part 2)**

- Your project is Live! What should you do?
- Managing unforeseen circumstances during execution.
- Ensuring quality through monitoring techniques.

## **Module 9: Phase 4 - Monitoring & Control (Part 1)**

- Key metrics for project performance assessment – KPIs and benchmarks.
- Monitoring techniques for scope, time, and cost management.
- Strategies for stakeholder communication during monitoring.

## **Module 10: Phase 4 - Monitoring & Control (Part 2)**

- Risk monitoring strategies throughout the project lifecycle.
- Quality control measures during execution.
- Change control processes.

## **Module 11: Phase 5 - Closure (Part 1)**

- Steps for effective project closure.
- Importance of documentation.
- Lessons learned.
- Evaluating success against objectives established earlier.

## **Module 12: Phase 5 - Closure (Part 2)**

- Celebrating achievements with stakeholders.
- Finalising contracts/procurement processes.
- Transitioning deliverables into operations / maintenance teams.

## **Module 13: Why Projects Fail**

- Defining Project Failure.
- Contributing factors to project failures.
- Requirements of a good project manager.
- Summary, questions and clarifications.



## Trainer's Profile

The Trainer has over 27 years of experience in the engineering, development and construction industry. The Trainer is a director for a construction company, where he has overseen numerous projects, including the rebuilding of a fire-destroyed warehouse at PKFZ, the upgrading of Putra Stadium in Bukit Jalil, and the construction of an electrical mains' supply tunnel and bridge in Damansara.

Prior to this role, The Trainer served as a Project Director at E & J Alphazen Sdn Bhd and Gagasan Midas Sdn Bhd, where he managed significant projects such as the construction of the high-rise condominium Casa Green in Cheras and the renovation of office spaces in Bandar Menjalara. The Trainer's extensive background also includes roles as Deputy Senior Manager at UEM Builders Bhd, Project Manager at Pembinaan KCG Sdn Bhd, Senior Engineer at Mestari Adjusters Sdn Bhd, Project Engineer at Walter Group International Building (M) Sdn Bhd, and Design Engineer at SNC & GTMI JV.

The Trainer specialises in project management, leadership, strategic thinking, engineering, and construction. He holds a Bachelor Degree in Civil Engineering from USM, including certifications in project Management & Contract Administration and Loss Adjusting from Teeside Tertiary College, UK and Institute of Insurers respectively.

## Registration

### Participant's Details

Name:  
Position:  
Department:  
Contact Number:  
Email:

Name:  
Position:  
Department:  
Contact Number:  
Email:

### Admin Details

Name:  
Position:  
Department:  
Company:  
Contact Number:  
Email:  
Address:

**Payment Method**  Direct Payment  Claim HRD

#### Notes:

- For cancellation less than 14 days before or non-arrival on the training day, no refund will be given. Substitution is allowed.
- Should the number of participants be too low to make the course a meaningful learning experience, Symphony reserves the right to postpone or cancel the training.
- HRDC grant application shall be applied and approved before the training day. Maximum claim from HRDC is RM1,750 per day. The balance, if any, is to be topped up by client.