



course : Project Management Fundamentals: Navigating Successful Project Lifecycles

City : Kuala Lumpur
Start Date : 2025-12-01
Period : 2 Weeks

Hotel : Kuala Lumpur
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Price : 5925 \$

HighPoint Training and Management Consultancy
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Course Overview

This comprehensive course is designed to provide a solid foundation in project management, focusing on key principles, strategic planning, efficient execution, and effective control methods. By integrating theory, practical examples, and future-oriented insights, we aim to equip you with the skills and knowledge to thrive in any project environment.

Course Objectives

Upon completion of this course, attendees should be able to:

- Understand the fundamental concepts and principles of project management and their applications in various business contexts.
- Develop a comprehensive project plan, including scope, schedule, budget, quality, and risk management.
- Effectively execute and control projects, ensuring alignment with strategic objectives and stakeholder expectations.
- Understand the human side of project management: leadership, team building, and effective communication.
- Evaluate project performance and apply lessons learned to future projects.

Target Audience

This course is ideal for:

- New project managers looking to gain foundational knowledge and skills.
- Experienced professionals seeking to refresh their understanding of project management fundamentals.
- Business managers and executives aiming to improve their organization's project success rate.
- Students studying business or related fields interested in practical project management skills.
- Individuals considering a career change into project management.

Methodology

This training course applies a practical, interactive methodology that combines:

- Instructor-led presentations for key concepts.
- Case studies & real-world scenarios to bridge theory with practice.
- Group discussions and exercises to enhance collaboration and idea-sharing.
- Hands-on workshops for project planning, scheduling, and risk analysis.
- Role plays & simulations to strengthen leadership, communication, and negotiation skills.
- Continuous feedback & reflection sessions to reinforce learning and ensure applicability to participants' work environments.

Course Outline

Day 1: Introduction & Project Initiation

- Understanding project management: Definitions, importance, and applications.
- Overview of the project lifecycle: Initiation, planning, execution, control, and closure.
- The role of the project manager: Leadership, decision-making, and problem-solving.
- Developing a project charter: Defining project purpose, objectives, and stakeholders.
- Project scope management: Defining and controlling deliverables.
- Practical Exercise: Drafting a project charter for a sample project.

Day 2: Project Planning (Part I & II)

- Creating a Work Breakdown Structure (WBS).
- Project schedule management: Planning and controlling project timelines.
- Budgeting and cost management: Estimating and controlling costs.
- Risk management: Identifying, assessing, and mitigating risks.
- Quality management: Meeting required performance standards.
- Team management: Building and leading effective teams.
- Workshop: Building a WBS and project schedule using planning tools.

Day 3: Project Execution & Control

- Techniques for effective project execution.
- Tracking and reporting project performance.
- Change management: Handling project changes effectively.
- Cost, schedule, and quality control techniques.
- Effective project communication: Tools and best practices.

- Stakeholder management: Identifying, engaging, and aligning expectations.
- Case Study: Managing a mid-project change request.

Day 4: Advanced Project Management Practices

- Advanced risk management: Qualitative & quantitative analysis, response strategies.
- Leadership in project management: Transformational and situational leadership.
- Conflict management and team motivation.
- Advanced communication and negotiation techniques.
- Handling difficult stakeholders and managing team dynamics.
- Role Play: Negotiating with challenging stakeholders.

Day 5: Future Trends & Course Wrap-Up

- Emerging technologies: AI, Machine Learning, and automation in project management.
- Virtual & remote project management: Leading distributed teams.
- Agile and hybrid approaches: Flexibility in project delivery.
- Building future-ready skills: Agility, adaptability, and continuous learning.
- Final project evaluation: Measuring success and lessons learned.
- Course wrap-up: Key takeaways, feedback, and action planning.

Certificates

On successful completion of this training course, HighPoint Certificate will be awarded to the delegates. Continuing Professional Education credits (CPE): In accordance with the standards of the National Registry of CPE Sponsors, one CPE credit is granted per 50 minutes of attendance.