

14 hours **ZOOM & PHYSICAL**
Program

ESSENTIAL OF PROJECT MANAGEMENT

**HYBRID
TRAINING**

4 & 5 May 2026 (Mon & Tue)



Remote Online Training (Zoom) &



Wyndham Grand Bangsar Kuala Lumpur (Physical)

**** Choose either Zoom OR Physical Session**



LEARNING OBJECTIVES

At this technical presentation skills program's conclusion, participants should be able to:

- Understand project management techniques
- Learn how to plan, execute, and close a project
- Flexible training dates and convenient delivery style
- Delivered exclusively to your team
- Customized to meet the needs of your project management team

TARGET GROUP

This course is designed with beginners in mind. No previous project management experience is needed. We deliver this Project Management Foundation course as an in-company training programme.

This means that we come to you and deliver the training on a date that suits your schedule. We can customize the course to meet your specific goals and the challenges your team faces.

CONTACT US



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INTRODUCTION

This Project Management Foundation Course is a tailored, in-company workshop to introduce your team to project management techniques. It is an essential course for teams beginning to work with project management, or who want to develop a more structured, unified approach to handling projects successfully.

The topics covered will be a steppingstone, to further your journey to develop project management skills.

LANGUAGE

English



**TRAINING
PROVIDER**



COURSE CONTENT

DAY 1

- 1) **Project Management Process**
 - Process Interactions
 - Process Groups
 - Initiating
 - Planning
 - Executing
 - Closing
- 2) **Project Integration & Stakeholder management**
 - Project Charter
 - Project management plan
 - Managing Project work
 - Knowledge management
 - Monitor and Control Project
 - Closing project or phase
- 3) **Project Scope Management**
 - Scope management Plan
 - Defining Requirement
 - Finalizing Scope
 - Work Breakdown Structure (WBS)
 - Validate Scope
 - Control Scope
- 4) **Project Scheduling Management**
 - Planning Schedule
 - Defining Activities
 - Sequencing Activity
 - Rolling wave planning
 - Resource Optimization
 - Project Schedule

DAY 2

- 5) **Project Cost Management**
 - Plan Cost Management
 - Estimate Cost
 - Analogous estimate
 - Parametric Estimate
 - Bottom up estimate
 - Three-point Estimate
 - Determining Budget
 - Identifying the cost factor
 - Cost management plan
- 6) **Quality management**
 - Plan Quality management
 - Quality metrics/KPI
 - Quality management plan
 - Manage Quality
 - Quality reporting
 - Test evaluation
 - Control Quality
 - Audit reporting
 - Inspection
 - Data Analysis
 - Quality Insight Management
- 7) **Risk management**
 - Planning Risk Management
 - Risk management
 - Identity Risk
 - Risk register and risk report
 - Perform Risk Analysis
 - Risk Response Plan
 - Implement Risk Response
 - Monitor Risk
 - Performance Monitoring
- 8) **Closing of Project**
 - Steps on Go/No Go stage
 - Finalizing Completion
 - Stake holder buyoff
 - Operation take -off