

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



## 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
- Identify 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