AjarAble

PROJECT MANAGEMENT
ESSENTIALS
CLZK-PME

Duration: 3 days; Instructor-led | Virtual Instructor-led

OVERVIEW

This 3-days Project Management Essentials course is designed for project management enthusiasts who need to know the concept and framework of project management; and how the project management skills can realise benefits and contribute to the project success. This course's key benefit is to allow the participant to explore the project management concept, methodology, tools, and techniques to initiate, plan, execute, and close the project. This course covers both the principle and approach based on the Standard of Project Management.

OBJECTIVES

Upon completing the workshop, participant will be able to:
- Understand the project management concept and framework.
- Explore the standard ten (10) knowledge areas within project management.
- Understand the process of the project initiation stage.
- Understand the need for project planning.
- Understand how to manage the team during project execution.
- Understand how to monitor and control a project.
- Understand the essential of closing a project or project phase.

PREREQUISITES

- No prerequisites.

AUDIENCE

- This training course is necessary for all who are involved in the project either as a project manager, team lead or key project team members.

21ST CENTURY ACTIVE LEARNING APPROACH

- (Physical or Online Classroom) All programmes are customisable and designed using the 21st Century Learning Skills (Critical Thinking, Creative Thinking, Communication and Collaboration) in the Active Learning approach and facilitated using storytelling and coaching (ICF Core Competencies) method. All participants will define, explore, discuss, experience (activity-based), reflect, and decide what is valuable and meaningful. This virtue learning classroom is made possible using the Zoom (www.zoom.us), Mentimeter (www.mentimeter.com) and Microsoft Teams (Microsoft Teams) platforms. Zoom's main features including live video, audio and screen sharing allowing the regular classroom interaction between the trainer and all participants. The learning will be fun and active by combining both Zoom

additional features and Mentimeter's functions in the online classroom activities. The activities including Word-Cloud, non-verbal chat (individual or group), breakout room to split the participants into smaller discussion groups, virtual whiteboard, votes and polls, questions and answers, pop-up survey quizzes and the interactive activities. Microsoft Teams provides collaboration opportunity among participants with the trainer to deliver a better learning result either on or off classroom. We also adopt health, safety, and security best practices, especially throughout the online classroom, to ensure all participants' comfort. Twenty-one days after completing training, all participants will join (Optional) in a group coaching session with terms and conditions applied. The key benefit is allowing the participant to re-explore their learning in the real environment, reflect and improve their development plan with the structured coaching approach.

COURSE CONTENTS

Module 1:   Ice-Breaking & Introduction of the 21st Century Active Learning

Module 2:   Introduction of Project Management
- What is Project and Project Management?
- Project Management Environment and Lifecycle.
- Ten (10) Project Management Knowledge Areas

Module 3:   Initiate a Project
- Define SMART Objectives and Values for the Project.
- Create a Project Charter.
- Identify and analyse Project Stakeholders.
- Develop a Communications Plan and Stakeholder Engagement Plan.

Module 4:   Reflect and Review on Day 1

Module 5:   Develop a Project Plan (I)
- Develop Project Management Plan.
- Identify the Project Scope.
- Develop the Project Work Package, Activities and Schedule.
- Prepare the Project Budget.

Module 6:   Develop a Project Plan (II)
- Identify the Quality needs for the Project.
- Develop the Project Resource Plan.
- Identify the Project Risk and Action Plan.

- Prepare for the Project Procurement Processes.
- Describe stretch clusters.
- Describe options to achieve high availability with Hyper-V VMs.

Module 7:   Reflect and Review on Day 2

Module 8:   Executing a Project Plan

- Build a Dynamic Team.
- Manage Team Performance and Retrospective.
- Address Conflict and Impediment.
- Manage Stakeholder Engagement and Communications.

Module 9:   Understand the Project Monitoring and Controlling

- Validate, and Control Project Works.
- Control the Project Schedule and Cost.
- Monitor Project Risks.
- Perform Change Control in the Project.

Module 10: Understand the Project Closure or Phase

- Lessons Learned
- Project Transition

Module 11: Reflect and Review on Day 3