



Asia Masters Center

The modern basis of project management planning, scheduling and cost control



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➔ Course Objective

- What makes a person a ‘Master’ of Project Management?
- The Importance of knowing your outcome before you start a project
- The Importance of planning and how to manage the Planning Process
- The Importance of people management skills in delivering of projects
- How to keep the team focused on the delivery goal
- How to set up and operate disciplines required to monitor and control projects

➔ Target Audience

- project professional,
- team leaders and
- team members who are engaged in project work from simple to complex.
- anyone managing or involved in projects regardless of their professional background or industry they operate within.



Course Outline

➤ **DAY 1**

➤ **Introduction to Projects**

- What is a Project?
- Benefits of Project Management
- Why some Projects fail, Project Creep?
- The Business Case – *It's importance and relevance*
- Developing a clear Project Scope and Objectives
- Leadership in Projects – *What does it mean to you?*
- Stakeholder Management – *The first stage of risk assessment*

➤ **DAY 2**

➤ **Scoping and Laying the Foundations**

- Project Financial Evaluation, how is it done?
- Project Cash Flow
- Building the Project Management Team
- Important Team Dynamics
- Breaking the Project into its Main Components
- How to assess Project Risk?
- Risk Management – *ensuring you practice prevention*
- Components of Project Cost

➤ **DAY 3**

➤ **Monitoring and Controlling Projects**

- Developing your Project Plan using a robust planning process
- Effective Planning and Project Control
- Tracking you are still delivering the Project – *data information*
- Project Scheduling
- Project Control and Earned Value Management
- How to Manage Conflict in your Project

➤ **DAY 4**

➤ **Organising for Success and Gaining & Maintaining Commitment**

- Project Communications
- Meetings Skills
- Keys to Reducing Tensions
- The Project Support Office
- Project Negotiations Tactics
- What are the key skill areas needed?

➤ **DAY 5**

➤ **Staying Focused, Delivering and Closing Your Project**

- An Introduction to Creative Thinking
- Formally Closing the Project
- Lessons Learned and Creating Learning Culture
- Reducing Waste and Unnecessary Work
- The design of financial models for forecasting and decision-making

➤ **The Feature Of Asia Master Training And Development Center**

- we pick up the customer from the airport to the hotel.
- we give the participant training bag includes all the necessary tools for the course.
- Working within groups to achieve the best results.
- All our courses are confirmed and we do not postpone or cancel the courses regardless of the number of participants in the course.
- We can assist you in booking hotels at discounted prices if you wish to book through us.
- We offer the certificate from Asia Masters Center for Training and Administrative Development.

➡ **The Cost Of The Training Program Includes The Following:**

- 1) Scientific article on flash memory.
- 2) Training Room.
- 3) Training.
- 4) Coffee break.
- 5) The training bag includes all the tools for the course.

Price (USD)

**Communicate with the training department
to know the participation fees**

➤ **There are offers and discounts for groups**

The details of the bank account

Bank name: CIMB Bank Berhad

Account name: Asia Masters Center SDN. BHD

Bank account number: 80-0733590-5

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IBAN: Null