



**Asia Masters Center**

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



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

### ➔ 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



## Asia Masters Center

### ➤ **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.



## Asia Masters Center

### 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

Swift code: CIBBMYKL

IBAN: Null