



**Asia Masters Center**

## **The Contracts & Project Management MBA**



## The Contracts & Project Management MBA

### ➔ Course Objective

- Knowing your outcomes before you start a project
- Dealing with volatile materials pricing
- Discussing the importance of planning and how to manage the Planning Process
- Learning about contract types and how they transfer risk
- Defining and how to take massive action
- Exploring the various pricing models used in preparing proposals
- Methods of how to keep the team focused on the delivery goal
- Developing negotiation skill sets to gain the organisation's objectives
- How to set up and operate disciplines required to monitor and control projects
- Understanding important aspects of contractor price and cost analysis

### ➔ Target Audience

- managers
- project managers, civil engineers
- construction managers
- contractors, sub-contractors
- site engineers, senior management
- government agencies



## **Course Outline**

### **DAY 1**

#### **➤ Introduction to Projects**

- What is a project?
- Benefits of project management
- Why some projects fail?
- The 5 principles of project management
- Using a project management ‘approach’
- The business case – it’s importance and relevance
- Roles in project management
- Building the project management team

### **DAY 2**

#### **➤ Scoping and Laying the Foundations**

- Developing a clear project scope and objectives
- Leadership in projects – what does it mean to you?
- Project paperwork – is it really necessary?
- Stakeholder management – the first stage of risk assessment
- Risk management – ensuring you practice prevention
- Developing your project plan using a robust planning process Stage I

### **DAY 3**

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

- Developing your project plan using a robust planning process Stage II
- Personal attitudes and human behaviours
- The keys to effective influence and persuasion
- Understanding interpersonal project team dynamics
- Empowerment

- Effective delegation

#### **DAY 4**

- **Monitoring and Controlling Projects**
- Tracking you are still delivering the project – data information
- Managing the tensions
- Further developing your people (soft) skills
- Lessons learned and creating learning culture
- Knowledge transfer
- The Project Support Office

#### **DAY 5**

- **Staying Focused, Delivering and Closing Your Project**
- Decision making for success
- An introduction to creative thinking
- Personal time management – the impact on projects
- Meeting skills
- Formally closing the project
- Celebrating success
- 
- 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**

**Swift code: CIBBMYKL**

**IBAN: Null**