



Asia Masters Center

Planning, Organizing & Controlling Projects



Planning, Organizing & Controlling Projects

Course Objective

- Appreciate the range of techniques and tools used in planning, organising and controlling projects and be able to select appropriate methods to suit the size and type of project being managed
- Establish clear and realistic targets and objectives for projects and ensure completion is on time and within budget
- Produce accurate, workable plans giving a detailed breakdown of costs, timescales, tasks and resources
- Quantify the impact of problems and changes in real terms of resources, time and cost
- Create a true picture of progress achieved
- Understand how to motivate project members and keep the project alive and on track through effective project communication skills

Target Audience

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

- planning managers
- Commercial managers
- Divisional managers



Course Outline

DAY 1

- **Reviewing the Fundamentals**
- Review of the ‘Project Life Cycle’
- Project initiation, project scope, definition and specification
- The different project roles, responsibilities and boundaries
- Stakeholder management and engagement
- Project Cash Flow

DAY 2

- **Planning Projects for Results**
- Work breakdown structures
- Estimating and scheduling work
- The value of qualitative risk analysis
- Contingency planning
- Establishing appropriate milestones

DAY 3

- **Organising the Project**
- Managing the established milestones
- Getting to grips with information management
- Managing project costs – what you need to know
- Network diagrams and Gantt charts
- When and how to negotiate?

DAY 4

- **Controlling the Project**
- Handling the changes and challenges that affect projects



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- Running effective change control processes
- Project control systems
- Activity coding
- Earned Value calculations
- How to create an effective communication plan?

DAY 5

- **Managing People and Communication within the Project**
- Leadership qualities that get results
- The keys to effective influence and persuasion
- Resource scheduling and leveling
- Relationship between time and cost
- Lean project management

- **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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