INTRODUCTION TO PROJECT MANAGEMENT

Presented by Ms. Zoe Cheng

INTRODUCTION

Why do some companies always clinch the best deals while others suffer crisis after crisis. A successful project management and delivery makes all the difference between growth and failure. To survive and stay ahead in this challenging and increasingly global business environment in the 21st Century, all companies big or small, executives and managers must be highly adaptive and be able to implement the basic fundamentals that are proven and necessary for a successful organization. Through this course, participants will come to comprehend the entire project life cycle and be exposed to various international methodologies, principles and guidelines of highly effective project management; why some projects fail and how to avoid it. A unique attraction of this course is that it is given by a Malaysian abroad with vast expertise and solid track record in the field of project management and business improvement both in Malaysia and England.

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Duration	**: 2 days**
Time	**: 9.00 am to 5.00 pm**
Venue	**: Armada Hotel, PJ**

TRAINERS' PROFILE

Ms. Zoe Cheng

BSc. (U.S.A.), MSc. (U.K.)

- More than 10 years management experience in Malaysia and England
- Consultant in Project Management and Business Process Improvement
- Managed multimillion £ projects in the UK
- Helped a major utility company in the UK to be national top performer.
- Knowledge of PRINCE2, DSDM, SSADM, PMP methodology

Upon completion, delegates will be able to:

- Understand the key elements to successful project management
- Identify the role, responsibilities and accountability within a project
- Acquire a sound understanding of project life cycle and its deliverables
- Manage project initiation effectively
- Develop appropriate project plans and schedules that improve success
- Comprehend the importance of quality elements within a project
- Understand the principles and importance of risk and change management
- Carry out effective communication, staff motivation and status review

WHO SHOULD ATTEND

- Project managers who wish to consolidate their basic skills.
- Anyone who is new to project management.
- Anyone who is responsible for setting up and controlling projects.
- Anyone requiring a good understanding of project management

Course Outline

- **Characteristics of Projects**

- **Why Projects Fail**

- **Project Sizing**

- **Project Management Triangle**

- **Project Life Cycle**

- **Project Documentation**

- **Successful Project Initiation**

- **Structure, Roles and Responsibilities**

- **Project Planning**

- **Risk Management**

- **Monitoring and control of change, quality, cost and progress**

- **Project Implementation & Review**

COURSE STYLE

A combination of lectures, discussions and exercises, with the emphasis on putting the concept into practice.

REGISTRATION DETAILS

Registration
To register, please fill in the registration form and return it with your cheque or bank draft in favor of "Comfori Sdn Bhd".

Fees and Payment

Participant	Fee
Individual fee	RM1,100 each
Group Fee (for three or more participants)	RM1,000 each

Fees must be sent with registration form in advance and include tuition, tea breaks, lunches and course notes.

Once we receive your registration, a place will be reserved for you.

Admission nametag and course notes will be provided at the start of the course.

Time Table
The course starts at 9.00 am and ends at 5.00 pm daily. Lunch at 12.30 pm to 1.30 pm. In between, there will be two breaks.

How to register
TEL : (03)   5621 3630

FAX : (03)   5638 8248

E-MAIL: registration@comfori.com

Mail :
Comfori Sdn Bhd (581115-T)
E-02-3, 3rd Floor, East Wing, Subang Square Business Centre, Jalan SS15/4G, 47500 Subang Jaya, Selangor.

For further enquiries:
Please call for more information
(03)   5621 3630

REGISTRATION FORM

Introduction to Project Management

o Register me to the above course seminar

Mr/Ms/Mrs : _____
Position: _____
Department:_____
Company: _____
Address: _____
_____
Contact person: _____
Tel: _____Fax_____
Email: _____
Type of Industry: _____
Signature & Company Stamp: