

The ultimate foundation course for anyone involved in project Management – for those embarking on their career or seeking to consolidate their knowledge through formal learning

Fundamentals of Project Management using PMI's® PMBOK®

Presented by **Craig Wilkins MPM, PMP, DipEng**

This course has been designed to provide participants, in just 2 days, with a thorough, concentrated coverage of the key skills needed for successful project management. It is an outstanding course on the fundamentals and is based on the Project Management Institute's (PMI®) Project Management Body of Knowledge (PMBOK®), recognised as a major global standard in project management practices.

The course covers the essential building blocks required for good, effective project management. It includes workshop style exercises and case studies to ensure that participants learn the practical application as well as the PMBOK® theory.

Excellent team discounts

See back page for details

“For a potentially complex topic the material was broken down well into simply managed topics and presented equally well. Great overview of Project Management. It had enough details to be very relevant with the complexity. Craig's experience helped especially with personal anecdotes. Pressing the action plan was a great way to press staff to put the learning in practice.”

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Fundamentals of Project Management using PMI's® PMBOK®

Good project management is a key determinant of business success. Organisations are constantly engaging in projects of one kind or another. Each year a large number of these projects will fail or significantly underperform, costing industry and government billions of dollars.

The only way around this is to increase the understanding of what constitutes good project management, and to know how to then apply this knowledge.

This course has been designed to provide participants, in just 2 days, with a thorough, concentrated coverage of the key skills and competencies needed for successful project management. It is an outstanding course on the fundamentals and is based on the Project Management Institute's (PMI®) Project Management Body of Knowledge (PMBOK®), recognised as a major global standard in project management practices.

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Who Should Attend

The course is ideal for:

- Anyone starting out in project management either as a team member or team leader and requiring a basic understanding of theory, concepts and practicalities
- Anyone already experienced in project management but who has never had the benefit of formal training and now wishes to consolidate their knowledge
- Anyone familiar with other project management methods such as PRINCE2 and who would benefit by having at least a basic understanding of PMBOK®

Job titles include:

- Project Team Leaders and Team Members
- Project admin and support staff
- IT support staff
- Contract Managers
- Engineering Professionals
- Technicians
- Procurement staff

Course Structure

The course consists of a balanced mix of theory and practical application regarding the core competencies of project management. The participant will learn the language and key processes as defined within the PMBOK®.

The course is designed to up-skill the participant to the role of the project manager, and is an absolute necessity when the participant is expected to take responsibility for more than the technical engineering input into a project.

Learning Outcomes

The objective of this course is for each participant to be able to:

- Understand the language and processes of project management as per the PMBOK®
- Understand the components which make up the generic life cycle of a project
- Understand the importance of stakeholder management
- Understand the roles and responsibilities throughout the project lifecycle
- Provide efficient communication with all the project stakeholders
- Learn techniques for time and cost estimating
- Learn techniques to manage a critical path schedule
- Learn techniques to deal with resource management
- Understand the importance of risk identification and management
- Learn techniques to track and report on projects
- Learn techniques to negotiate the balance between time, cost scope and quality

Learning Method

The course is instructor led with limited class size. Participants undertake practical activities to ensure understanding of concepts and terminology.

Fundamentals of Project Management

Course Contents

using PMI's® PMBOK®

1 Introduction to the PMBOK® and Project Management

- The language and characteristics of project management
- Project life cycles
- History of the PMI® and the PMBOK®
- Understanding business benefits
- Project choice through prioritisation
- Benefits of standard project management process
- Benefits of the PMBOK® and the coveted PMP® certification

2 The Nine Knowledge Areas of the PMBOK®

Integration Management

Processes and activities needed to identify, define, combine, unify and coordinate the various processes and project management activities within the five process groups.

Scope Management

Processes required to ensure that the project includes all the work required, and only the work required, to complete the project successfully.

Time Management

Processes required to accomplish timely completion of the project.

Cost Management

Processes involved in planning, estimating, budgeting and controlling costs so that the project can be completed within the approved budget.

Quality Management

Processes include all the activities of the performing organisation that determine quality policies, objectives and responsibilities so that the project will satisfy the needs for which it was undertaken.

Human Resource Management

Processes required to organise and manage the project team.

Communications Management

Processes required to ensure timely and appropriate generation, collection, distribution, storage, retrieval and ultimate disposition of project information.

Risk Management

Processes concerned with conducting risk management planning, identification, analysis, responses and monitoring of the risks throughout the project.

Procurement Management

Processes to purchase or acquire the products, services or results needed from outside the project team to perform the work.

3 The Five Process Groups of the PMBOK®

Initiation Process Group

Defines and authorises the project or a project phase.

Planning Process Group

Defines and refines objectives, and plans the course of action required to attain the objectives and scope that the project was undertaken to address.

Executing Process Group

Integrates people and other resources to carry out the project management plan for the project.

Monitoring and Controlling Process Group

Regularly measures and monitors progress to identify variances from the project management plan so that corrective action can be taken when necessary to meet project objectives.

Closing Process Group

Formalises acceptance of the product, service or result and brings the project or a project phase to an orderly end.

4 Fundamentals of Project Management Using the PMBOK®

This section summarises and brings together the key skills, knowledge and processes necessary for successful project management.

Special Features

- When you attend this course you will receive a comprehensive course workbook including PMBOK®-aligned reference notes
- An information gathering technique (Nominal Group Technique - NGT) is used at the conclusion of each day's training to compile a prioritised list of the project management concepts, tools and techniques. This list is identified by participants and represents their thoughts on what they can take back to the workplace and implement into their daily work practices. This has proven to be very useful input into organisations' project management capability development programs.

In-House Training

This course is available for private presentation, either on your own premises or "off-site". There are many advantages to in-house training. Please contact ALC for a quotation or to discuss your requirements. Telephone (03) 2161 9900 or email learn@alctraining.com.my.

PRINCE2® vs PMBOK™ White Paper

Please email learn@alctraining.com.my and ask for our White Paper explaining the differences between PMBOK® and PRINCE2®.

