

Project Management Fundamentals: Mastering Core Principles

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Kuala Lumpur (Malaysia)

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Project Management Fundamentals: Mastering Core Principles

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Why This Course

Project management is a core skill for professionals who need to deliver work on time, within budget, and according to agreed objectives. Whether managing small internal initiatives or larger cross-functional projects, success depends on clear planning, strong communication, effective leadership, risk control, and disciplined execution.

This comprehensive 5-day Project Management Fundamentals Training program provides participants with a practical foundation in project management concepts, tools, and techniques. The course covers the full project lifecycle, from initiation and planning to execution, monitoring, controlling, and closure. Through case studies, exercises, and practical templates, participants will learn how to manage scope, schedules, budgets, stakeholders, teams, risks, quality, and project changes with greater confidence.

What You'll Learn and Practice

By joining this program, you will:

- Understand core project management concepts, methodologies, and best practices.
- Identify the role and responsibilities of the project manager.
- Understand project lifecycles, process groups, and governance structures.
- Develop project charters and define project objectives.
- Identify, analyze, and manage stakeholders.
- Create project scope statements and Work Breakdown Structures.
- Develop schedules and apply critical path analysis.
- Manage resources, teams, communication, and stakeholder engagement.
- Apply conflict resolution, negotiation, and leadership techniques.
- Monitor project performance using practical measurement tools.
- Identify, analyze, and respond to project risks.
- Apply quality control, change management, and issue resolution processes.
- Close projects professionally and capture lessons learned.

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A graphic illustration of a chessboard with several chess pieces. A large gold king piece is prominent in the foreground, with other pieces like a silver pawn and a gold pawn visible. The board is checkered, and there are concentric circles in the background.

The Program Flow

Day 1: Introduction to Project Management

- Understand project management fundamentals and key terminology.
- Explore the project lifecycle and major process groups.
- Identify the role, responsibilities, and skills of the project manager.
- Understand how organizational structures affect project delivery.
- Review project governance and decision-making approaches.

Day 2: Project Initiation and Planning

- Develop a project charter that defines purpose, objectives, and authority.
- Identify and analyze project stakeholders.
- Define project scope and clarify deliverables.
- Create a Work Breakdown Structure.
- Develop project schedules and apply critical path analysis.

Day 3: Project Execution and Team Management

- Plan and manage project resources.
- Lead and motivate project teams effectively.
- Develop communication plans and stakeholder engagement approaches.
- Manage expectations, responsibilities, and team collaboration.
- Apply conflict resolution and negotiation techniques.

Day 4: Project Monitoring and Controlling

- Measure project performance and track progress.
- Apply earned value management concepts.
- Identify, analyze, and plan responses to project risks.
- Apply quality management and control techniques.
- Manage project changes, issues, and corrective actions.

Day 5: Project Closing and Advanced Topics

- Conduct project closure activities and final handover.
- Capture lessons learned and document project outcomes.
- Explore Agile project management concepts.
- Review project management software tools and their practical uses.
- Understand ethics and professional conduct in project management.

Individual Impact

- Build confidence in managing projects from start to finish.
- Strengthen planning, scheduling, budgeting, and scope management skills.
- Improve communication, leadership, and stakeholder management capabilities.
- Gain practical tools for risk management, quality control, and issue resolution.
- Develop a structured approach to project closure and lessons learned.

Work Impact

- Improve project delivery consistency and success rates.
- Strengthen alignment between project objectives and organizational priorities.
- Reduce delays, scope creep, and unmanaged risks.
- Improve stakeholder satisfaction through better communication and reporting.
- Support continuous improvement through structured closure and lessons learned.

Training Methodology

This program combines project management concepts with practical application through:

- Project lifecycle case studies and examples.
- Project charter and stakeholder analysis exercises.
- Scope, WBS, schedule, and critical path planning workshops.
- Team leadership and communication activities.
- Risk, quality, change, and issue management exercises.
- Project closure, lessons learned, and software tool demonstrations.

Beyond the Course

Upon completion, participants will be able to:

- Create comprehensive project management plans.
- Initiate projects with clear charters, objectives, and stakeholder analysis.
- Plan project scope, schedules, resources, and budgets.
- Manage project teams, communication, risks, quality, and changes.
- Monitor project performance and take corrective action when needed.
- Close projects successfully and capture lessons learned for future improvement.

A graphic of a chessboard with several chess pieces (king, queen, rook, knight, and pawns) in gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

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