



PROJECT MANAGEMENT FUNDAMENTALS

OBJECTIVE

Primary objectives of Project Management Fundamentals are:

- To create an awareness of the importance of applying best practice Project Management in project of any size.
- To instil an understanding of essential elements, including the Leadership Role of the Project Manager, Project Management Body of Knowledge (PMBOK) Process Group and Knowledge Area- Scope Management, Time Management, Cost Management, Quality Management, Human Resource Management, Communication Management, Risk Management, Procurement Management, Stakeholder Management and Project Integration.
- To improve participant's daily task by understanding and applying project management concept and methods.

FACILITATOR



Mohd Ridzuan bin Mohamad Yunus is a certified Project Management Professional (PMP) and also Portfolio, Programme and Project Offices Registered Practitioner (P3O); with more than 25 years experience in Project Management especially in Information Technology (IT) infrastructure projects. In addition, he also has vast experience during corporate reorganization exercise in creating and improving Process & Procedure (P&P), as well as establishing a new Project Management Office (PMO). With all these experience in hand, currently he is focusing on sharing the knowledge through training and consultancy services.

INTRODUCTION

Project Management Fundamental is a two-day hands on training led by a certified facilitator in a formal classroom environment. It is designed to provide participants with broad understanding of project management principles, concept, tools and techniques along with best practice standard; and also experience sharing of real world project environment.

AGENDA

- 1) Introduction
- 2) What is Project Management?
- 3) How to do A Project?
 - a) Project Initiation
 - b) Project Planning
 - c) Stakeholder Management
 - d) Work Breakdown Structure (WBS)
 - e) Gantt Chart
 - f) Cost Management
 - g) Procurement Management
 - h) Risk Management
 - i) Project Monitoring and Control
 - j) Project Closure
- 4) Case Study
- 5) Group Presentation

REGISTRATION FORM

To confirm your registration, please complete this form including payment.

- YES! Please register the following participant(s) for this course
- I am interested but unable to attend. Please put me on your mailing list

Please tick (/) where applicable

Course Name : **PROJECT MANAGEMENT FUNDAMENTALS**

Date : 8-9 APRIL 2020 8-9 JULY 2020

Venue : **UTMSPACE KUALA LUMPUR**

Fee : **RM1050.00** per pax **RM950.00** per pax
(3 persons and above from the same organisation)

Includes refreshment, course material & Certificate of Attendance
Please contact 07-5318097 / 017-790 2730 (Ms. Nurfatihah) for special package
(more than 20 persons) and accommodation.

*DETAILS OF PARTICIPANT ATTENDING THE COURSE :

No.	Name of Participant	Mobile No.	Email	NRIC (for HRDF claim)	Fee (RM)

(Please attach a separate list if necessary)

*UTMSPACE respects the privacy of its customers with regards to personal data. For further details, please visit: www.utmspace.edu.my/pdpa

Total

SPONSORSHIP : Self-Sponsored Company-Sponsored

INDIVIDUAL / COMPANY DETAILS (for issuance of invoice) :

Organisation : _____

Address : _____

Contact Person : _____ Co. Reg. No* : _____
*If applicable

Tel No. : _____ Designation : _____

Fax No. : _____ Email : _____

Cancellations received in writing 30 days prior to the programme are eligible for a refund, subject to a 15% cancellation fee. Cancellations received less than 14 days from the date of the programme are not eligible for a refund. However, substitute attendees are welcome. Please note that the speakers and topics are confirmed at the time of printing. However, circumstances beyond the control of the organisers may necessitate substitutions or cancellations of speakers and/or topics. As such UTMSPACE reserves the right to alter or modify the advertised speakers and/or topics.

Authorised Signature* : _____ Date : _____

Name : _____ Designation : _____
* Head of Department / Approving Manager

Company Stamp

MODE OF PAYMENT

A. Cheque or Bank Draft

Cheque No. / Bank Draft No. : _____ Bank/ Branch : _____

All crossed cheque / bank draft should be made payable to Account Name : UTMSPACE
Account Number : 8601518228 | Bank Name : CIMB Islamic Bank Berhad | Branch : UTM Skudai, Johor

B. Telegraphic Transfer / Local Order

Transaction Date : _____ Reference Number : _____

| Terms & Conditions Apply |

FOR FURTHER INFORMATION, PLEASE CONTACT:

Center for Professional Development, School of Professional and Continuing Education (UTMSPACE), Universiti Teknologi Malaysia,
No. 34 - 50, Jalan Kebudayaan 1, Taman Universiti, 81300 Skudai, Johor
Tel : 07-531 8097 / 017-790 2730 | Fax : 07 520 5725 | Website : www.utmspace.edu.my
E-mail : nurfatihah@utmspace.edu.my Contact Person : MS. NURFATIAH