

# PROJECT MANAGEMENT ESSENTIALS

## DATE

**9-10 October 2018**

## VENUE

**Phileo Damansara 1, Petaling Jaya**

## TRAINER

**Mr. Mani Selvan @ Nyana Jothi**

## COURSE FEE

**EARLY BIRD: RM 1,750 per pax  
(Registration by 7 September 2018)**

**NORMAL FEE: RM 1,800 per pax**

**GROUP DISCOUNT: RM 1,500 per pax  
(Minimum of 3 pax from the same organization)**

## TRAINING OBJECTIVE

- Develop and become aware of the importance of project management.
- Identify and manage resources.
- Use project management techniques and tools in managing and executing better projects.
- Generate project management tools such as work breakdown structures, project networks, Gantt charts, resource loading charts, budgets and risk management plans.
- Control projects more effectively by tracking progress, analyzing performance variances and defining corrective actions

**For further information, please contact Ms. Ain at  
018-363 4841 or [ain@pkpmillennium.com.my](mailto:ain@pkpmillennium.com.my)**

## TRAINING OUTLINE

### Foundations

- Formal vs. informal project management
- Project Management Institute (PMI®) framework
- Project management life cycle

### Initiating

- Role of the project manager
- Project charter
- Stakeholder identification and assessment
- Progressive elaboration

### Planning

- Planning around project constraints
- SMART objectives
- Converting objectives into requirements
- Decomposition of requirements into a work breakdown structure
- Developing a work breakdown structure dictionary
- Principles of estimating time and cost
- Analyzing work and estimating duration of work packages
- Determining sequence of work packages
- Network diagramming and critical path analysis
- Budgeting resources and cost control
- Ensuring that all management responsibility areas are included in the project plan
- Analyzing risks for probability and impact
- Mitigating and planning risk contingencies
- Preparing baselines for scope, time, and cost
- Obtaining stakeholder sign-off

### Executing, Monitoring, and Controlling

- Team-building principles and priorities
- Status and performance reporting
- Management by exception
- Keeping stakeholders informed and involved
- Steering performance back to the baseline
- Integrated change controls

### Closing

- Transitioning the product or service
- Capturing lessons learned for the organization
- Final report to stakeholders

### Exercises

- Formal vs. Informal Project Management
- Analyze Stakeholders
- Convert Vague Objectives into SMART Objectives
- Create a Work Breakdown Structure
- Estimate Effort and Duration for Work Packages
- Perform Network Diagramming and Determine Critical Path
- Estimate Resource Costs for Work Packages
- Analyze and Plan for Risk
- Manage Project Change
- Review Lessons Learned

## Trainer Profile

Mani Selvan Nadarajah has a total of 18 years of project management working experience, spanning within Project Management, Information Systems Application Management, Quality Management, Human Resources Management, and Manufacturing / Process Engineering. Mani Selvan started his career as a Robotic Consultant with exposure to TQM and ISO 9002 methodologies.

Mani Selvan then joined Telekom Smart School Malaysia as a Content Manager working on various educational, knowledge management portals and information system for various Ministries and private bodies. He was also one of the committee members (EPG) to establish CMMI level 3, and active committee member in implementing Balanced Scorecard (BSC) for Telekom Smart School in order to raise professionalism standards in Telekom Smart School.

After spending nearly 6 years in Telekom Smart School, Mani Selvan joined The Media Shoppe Berhad (TMS) as Senior Project Manager. In TMS he was responsible in managing various IT projects from government to corporate companies.

Mani Selvan is a Certified Project Management Professional (PMP) – from Project Management Institute, Mani Selvan is currently managing his own company, Learning Steps, focusing on various project consultancy and training and also serving as Project Director in Sulabs Sdn Bhd.

Mani Selvan has delivered many training and workshops on Project Management and Business Strategy related industries, such as IT Project Management, Project Management Professional(PMP), Project Fundamentals, Risk Management, O&G Project Management, Business Case and Plan Writing and Business Reengineering. He also has conducted training in most of the ASEAN countries, India, Bangladesh, Pakistan, Sri Lanka, Sudan, Egypt, Bahrain, Sudan, UAE (Dubai and Abu Dhabi).

## Summary of Training Experience

- Since 2007
- 120 PMP Trainings, 400 Project Management Trainings
- 1200 PMP Trainees
- Average Passing Rate – 90%

## Training Methodology

This programme is essentially participative. There will be a combination of group interactions & discussions, lectures, training films, exercises, role-play (practical approach) and case-studies that involve application of skills learnt. Trainees also need to create and manage their projects during the training.

## Clientele

- UEM Builders
- OPUS
- Universiti Malaysia Pahang
- Affin Bank
- Bank Simpanan Nasional
- CIMB
- Hong Leong Bank
- RHB Bank
- AmBank
- Alliance Bank
- Ministry of Education
- Ministry of Health
- Prime Minister Department
- Home Ministry
- Employee Provident Fund
- Petronas Sdn Bhd
- Shell Sdn Bhd
- Western Digital
- Intel
- Motorola
- Dell
- IBM
- Telekom Smart School

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## REGISTRATION FORM

9-10 October 2018

### Participant(s) Details

Name : \_\_\_\_\_  
Position : \_\_\_\_\_  
Email : \_\_\_\_\_  
Contact No. : \_\_\_\_\_

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Contact No. : \_\_\_\_\_

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Position : \_\_\_\_\_  
Email : \_\_\_\_\_  
Contact No. : \_\_\_\_\_

### Authorization Details

Name : \_\_\_\_\_  
Position : \_\_\_\_\_  
Signature & Company Stamp :

### Invoicing Details

Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_

Tel No. : \_\_\_\_\_  
Name : \_\_\_\_\_  
Position : \_\_\_\_\_  
Email : \_\_\_\_\_

For further information, please contact:

Ms. Ain (018-363 4841)

ain@kpkmillennium.com.my

### COURSE FEE

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(Registration by 7-Sep-18)

**Normal Fee:** RM 1,800/pax

**Group Discount:** RM 1,500/pax  
(Minimum of 3 pax from the same company)

**Price is inclusive of training materials and F&B**

This training is **HRDF claimable**

### PAYMENT DETAILS

**Payable To:**  
PM Learning Sdn Bhd

**Bank Name:**  
CIMB Bank Bhd

### TERMS & CONDITIONS

- Upon receipt of a completed registration form, it confirms that the organization is registering for the seat(s) of the participant(s) to attend the conference or training workshop.
- Payment has to be received 7 working days prior to the event date to confirm registration.
- Payment is non-refundable if cancellation occurs 7 working days prior to event commencement. However a substitute is welcome at no additional charge.