



Professional Project Management

Date: 5th – 7th August 2009

Venue: ATCEN Learning Center, Damansara Perdana, P.J.

Organized By: **ATCEN**™ ACADEMY

Workshop Description

Professional Project Management is becoming a highly sort after industry recognition. As a profession, project management is also experiencing phenomenal growth. A consequence of this growth is increased reliance upon project management and the need to professionally recognized project management ability. As more companies adopt project management into their businesses, the demand for knowledgeable practitioners increases globally. The Project Management Institute (PMI®) sponsors a project management certification program. The purpose and goal of this certification program is the development, maintenance, evaluation, promotion and administration of a rigorous, examination-based, professional certification credential of the highest caliber – the Project Management Professional (PMP®). All the participants ultimately have options for The PMP® certification program provides the necessary exam and certification preparation required in order to obtain the globally recognized PMP® (Project Management Professional) Certification from the PMI® (Project Management Institute).

Workshop Benefits

- To prepare experienced project executer's to mitigate Live Projects simulation
- To prepare various individual from multiple department expose to 5 process group, 9 Knowledge Area and 44 processes.

Who Should Attend?

Experienced managers who wish to obtain the Basic and advanced Project Management Tool's for optimized project management skill, Knowledge and attitude which will lead towards traveling on the road of PMP® Certification.



THE 3RD ASIA PACIFIC
SUPER EXCELLENT BRAND
SERVICE EXCELLENCE
AWARD WINNER

The Asia Entrepreneur Alliance Worldwide awarded the 3rd Asia Pacific Super Excellent Brand Award - Service Excellence to ATCEN Sdn Bhd in January 2008.

The organizing committee highlighted that ATCEN is recognized as a brand leader that produces high quality, stylish products and services on a regional level, and will always be in the forefront of high quality performances.

Professional Project Management Workshop

Workshop Chronology

Day 1:

- 0900 **Module 1: Project Integration Management**
- Project planning methodology
 - Stakeholder knowledge and skills
 - Organizational policies and procedures
 - Corrective and preventive action
 - General management skills
 - Social-economic-environmental influences
 - Integrated change control
 - Configuration management
- 1030 Tea Break
- 1045 **Module 2: Project Scope Management**
- Concept, development, implementation and closeout phases
 - Scope planning, definition, verification and change control
 - Project selection techniques
 - Work breakdown structure
 - Risk and complexity trade-offs
- 1300 Lunch
- 1400 **Module 3: Project Time Management**
- Heuristic scheduling (rule of thumb)
 - Schedule management plan
 - Schedule control
 - Variance analysis
 - Schedule updates
 - Corrective action
- 1530 Tea Break
- 1545 **Continue Module 3**
- 1700 End of Day One

Day 2:

- 0900 **Module 4: Project Cost Management**
- Life cycle cost (LCC)
 - Resource planning
 - Cost estimating
 - Other basics of cost management terminology
 - Depreciation of capital
 - Value analysis
 - Cost risk and contract type
 - Cost Management plan, budgeting and control
 - Earned value management (EVM)
- 1030 Tea Break
- 1045 **Module 5: Project Quality Management**
- Key PMBO concepts
 - Quality control tools
 - Continuous improvement and kaizen
 - Impact of motivation on quality
 - Priority of quality vs. cost and schedule
 - Impact of poor quality
 - Trend analysis
 - Design and quality
- 1300 Lunch
- 1400 **Module 6: Project Human Resource Management**
- Forms of organization
 - Project interfaces
 - Key organizational planning output
 - Staff acquisition
 - Conflict and the project life cycle
 - Team building
 - Collocation
- 1530 Tea Break
- 1545 **Continue Module 6**
- 1700 End of Day Two

Day 3:

- 0900 **Module 7: Project Communications Management**
- Communication planning
 - Communications management plan
 - Barriers to communication
 - Building effective team communication
 - Management styles and skills
 - Performance reporting
- 1030 Tea Break
- 1045 **Module 8: Project Risk Management**
- Quantitative risk analysis
 - Quantitative risk analysis output
 - Risk response planning
 - Risk response plan
 - Risk monitoring and control
- 1300 Lunch
- 1400 **Module 9: Project Procurement Management**
- Step 1: Procurement planning
 - Step 2: Solicitation planning
 - Step 3: Solicitation
 - Step 4: Source selection
 - Step 5: Contract administration
 - Step 6: Contract closeout
 - Organizing for contract management
 - Privities of contract
 - Foreign currency exchange
- 1530 Tea Break
- 1545 **Module 10: Project Management Processes**
- Ensuring individual integrity & professionalism
 - Contributing to the project management knowledge base
 - Enhancing individual competence
 - Balancing stakeholders' interests
 - Interacting in a professional and cooperative
- 1700 End of Day Three



Sivakumar Muniandi

Associate Consultant

ATCEN Sdn Bhd

Siva is a Portfolio Director for Several Management and Technology, Centre of Excellence. He is an accomplished Project Management facilitator and trainer. Graduated in Bachelor Degree on Economics from University Malaya. Having PM certificate From Boston University and PMI,USA.

Siva also involving in Sales & Marketing for past 12+4=16 years in industries such as IT, MLM, Manufacturing, hotel, Education and many indirect industries. Sales and Marketing comprises of Software Solutions, Education & Training Consultancy, LAN, WAN, HR Outsourcing, Six Sigma, Lean Sigma, Lean Kaizen, Balance Score Card, CMMI Level 2-5 ,PCMM, ISO series and ITIL Also expert in conducting SEED OF INNOVATION (SOI) for better Benchmarking, KPI and KRA. Ultimately driving to determine on People, Technology and Business Processes; apparently resulted for Better ROI such as RM 1 invested = RM 10 return.

Siva brings years of experience in business management and processes. He has been involved in the field of consulting and corporate education and training for the last 10 years. His expertise is on providing a strong foundation and understanding of the principles and processes of PMI's Project Management Body of Knowledge (**PMBOK®**) and its application to managing projects. He has successfully designed and developed and delivered specific project management workshops and trainings for clients in Malaysia.

Siva specializes in Earned Value Management (EVM) especially on Project Management Office Six Sigma(PMOSS) and has presented papers on Earned Value Management (a project performance measurement tool), at conferences by Asia Business Forum (ABF) and IBC Asia, throughout the region to audiences ranging from middle to senior management.

**Registration Form:
Professional Project Management Workshop on 5th – 7th August 2009
ATCEN Learning Center, Damansara Perdana, P.J.**

**Yes! Please register the delegate(s) for this event
(Kindly photocopy for more delegates)**

Delegate 1

Name: (Mr/Ms): _____

Job Title: _____

Email Address: _____

Contact No.: _____

Delegate 2

Name: (Mr/Ms): _____

Job Title: _____

Email Address: _____

Contact No.: _____

Delegate 3

Name: (Mr/Ms): _____

Job Title: _____

Email Address: _____

Contact No.: _____

Human Resource / Approving Manager:

Job Title: _____

Email: _____

Company Name: _____

Address: _____

Tel: _____ Fax: _____

How did you find out about this event?

Please tick (✓) your choice(s)

- From ATCEN email notification
 From Colleague, Management, HR or Training Department
 Others: _____

For Office Use Only

Contact Person: _____

Invoice Number: _____

Remarks: _____

Training Workshop Investment - RM 3500

The investment includes lunch, refreshments and training materials.

- **The program is PSMB claimable.** Subject to PSMB approval.
- **Institute Bank-Bank Malaysia (IBBM):** ATCEN is recognized and is authorized by IBBM to conduct people development training to banks operating in Malaysia.
- **Group Discount of 10%** for 3 or more participants who register for the program at the same time and are from the same organization.

Terms & Conditions

1. Upon receiving 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 program.
2. Payment is required upon the confirmation of the registration and must be received prior to the event to guarantee the seat.
3. Payment has to be received 7 working days prior to the event date to confirm registration.
4. Payment is non-refundable if cancellation occurs 7 days prior to event commencement. However a substitute is welcome at no additional charges
5. If cancellation occurs 7 days prior to the event commencement date and there is no substitute, the organizer reserves the right to charge 50% of the total investment from your organization.
6. Walk-in participants with payment will only be admitted on the basis of seat availability at the event and with immediate full payment.
7. The organizer reserves the right to make any amendments and/or changes to the program, venue, facilitator replacements and/or modules if warranted by circumstances beyond its control.

Ways to register

All cheques are to be made payable to **ATCEN SDN BHD** and mail your payment together with this registration to:

**D-05-12, Ritze Perdana Business Centre,
Jalan PJU 8/2, Damansara Perdana, 47820 PJ,
Malaysia.**

Tel : +603 7728 2623

Fax : +603 7728 2620

Enclosed is our cheque for the event

RM _____

Authorized Signature : _____

Company Stamp Chop : _____

Invoice Attention To

(Mr/Ms): _____