



*Training Course:  
Mastering Project Development*

*17 - 21 February 2025  
Kuala Lumpur (Malaysia)  
Royale Chulan Kuala Lumpur*

## Training Course: Mastering Project Development

Training Course code: SC235395 From: 17 - 21 February 2025 Venue: Kuala Lumpur (Malaysia) - Royale Chulan Kuala Lumpur Training Course Fees: 5775 € Euro

### Introduction

Welcome to the Project Development Training Program! This comprehensive program is designed to equip participants with the essential skills and knowledge required to effectively develop, manage, and execute projects. Whether you are new to project management or looking to enhance your existing skills, this training will provide you with the tools and techniques to ensure successful project outcomes.

### Target Audience

This training program is ideal for:

- Aspiring project managers
- Current project managers seeking to enhance their skills
- Team leaders and members involved in project work
- Professionals in any industry who are responsible for planning and executing projects
- Anyone interested in gaining a deeper understanding of project management

### Objectives

By the end of this training program, participants will be able to:

- Understand the fundamentals of project management.
- Develop comprehensive project plans.
- Effectively manage project resources and stakeholders.
- Utilize various project management tools and techniques.
- Monitor and control project progress to ensure successful completion.
- Identify and mitigate potential project risks.
- Deliver projects on time, within scope, and on budget.

### Outlines:

## Day 1: Introduction to Project Management

### Welcome and Introductions

- Overview of Project Management:
  - Definition and importance of project management
  - Project life cycle and phases
- Project Management Framework:
  - Key concepts and terminology
  - Project constraints: Scope, Time, Cost, Quality

### Project Initiation

- Identifying project stakeholders
- Developing project charters
- Workshop: Creating a Project Charter
  - Hands-on activity to create a project charter for a sample project

## Day 2: Project Planning

- Project Scope Management:
  - Defining project scope
  - Creating a Work Breakdown Structure WBS
- Time Management:
  - Developing a project schedule
  - Tools for scheduling: Gantt charts, Critical Path Method CPM
- Cost Management:
  - Estimating project costs
  - Budgeting and cost control
- Workshop: Project Planning:
  - Creating a WBS and project schedule for a sample project

### Day 3: Resource and Stakeholder Management

- Resource Management
  - Identifying and allocating resources
  - Managing project teams
- Stakeholder Management
  - Identifying stakeholders
  - Developing a stakeholder engagement plan
- Communication Management
  - Planning effective communication
  - Tools and techniques for communication
- Workshop: Resource and Stakeholder Planning
  - Creating a resource allocation and stakeholder engagement plan

### Day 4: Risk Management and Quality Control

- Risk Management
  - Identifying project risks
  - Analyzing and prioritizing risks
- Risk Mitigation Strategies
  - Developing risk response plans
- Quality Management
  - Planning for quality
  - Tools and techniques for quality control
- Workshop: Risk and Quality Management
  - Developing a risk management and quality control plan

### Day 5: Project Execution, Monitoring, and Closure

- Project Execution

- Directing and managing project work
- Implementing project plans
- Monitoring and Controlling Projects
  - Tracking project progress
  - Performance measurement and reporting
- Project Closure
  - Closing project phases
  - Delivering project outcomes

## Registration form on the Training Course: Mastering Project Development

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
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place.

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registration  
form to: +20233379764

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info@gh4t.com  
or training@gh4t.com

Complete & return the  
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