

Project Management Preparation for Success

PM00.00B

University of Malaya City Campus



Introduction

Much of the work that you do can be organized as a project. The ability to successfully define and subsequently manage a project is quickly leaving the realm of the extraordinary and is becoming a core competency for many organizations. Managing a project is not easy and project management skills do not come naturally to many people. Fortunately, the skills associated with defining and managing a project can be learned. Understanding and practicing the concepts taught in this class increases the likelihood of success on the project.

Prerequisites

- None, this class provides a basic overview of all aspects of project management

Learning Objectives

At the end of this class, participants will be able to:

- Understand the value of project management processes
- Define the various aspects of a project
- Build and maintain an appropriate project workplan and budget
- Identify and manage issues, scope and communication
- Identify and manage project risks
- Identify and manage to the appropriate level of quality
- Identify metrics to improve processes and declare success

Who Should Attend

- Project managers and team members that manage and work on projects
- Managers that manage project managers and monitor project status
- Clients, customers and all stakeholders that participate on projects

Course Outline

- Review the fundamentals
- Defining the work
- Building the schedule and budget
- Managing the schedule and budget
- Managing issues and scope
- Managing communication and risk
- Managing quality and metrics

The class contains numerous exercises, as well as a major eleven-part case study.

Class Length

- Three days (24 PDUs)

Facilitator

RAJA NOOR AININ R. ZAINAL ABIDIN

Raja Noor Ainin's career experiences prior to joining RAZA Sendirian Berhad and starting TenStep Malaysia are largely in IT, beginning as a Systems Analyst, going on to Senior Analyst, Head of Database, Systems Development Manager, Senior Manager of IT and General Manager of IT in companies of various industries such as Malaysia Airlines, Bank Bumiputra Malaysia Berhad, Bank Industri, Indah Water Konsortium and MIMOS Berhad. She has a wealth of experience in managing numerous projects and has used various Project Management processes to ensure the timely and successful delivery of the projects.

She joined MIMOS Berhad, a Government-funded organization focusing on Research and Development in IT, in May 1997 as the General Manager of Information Systems Management, moving on to the positions of Director of Product Development in 2001 and Vice President of Product Development in 2002. With the restructuring of MIMOS into an R&D organisation in 2003 she was made responsible for the technology focus area of Pervasive Computing.

She led the Pervasive Computing team of more than 50 researchers to deliver gamechanging national projects such as Titian Digital, AgriBazaar, Open Source, MyGfL and BM Machine Language Translation and Text-to-Speech. She was responsible for research areas such as e-Learning Technology, Language Engineering, Web Services and Open Source Software.

Registration Form

Personal Data

NAME			
RESIDENTIAL ADDRESS			
TELEPHONE	MOBILE PHONE	I/C NO	

Employer Data

EMPLOYER			
OFFICE ADDRESS			
TELEPHONE	FAX	EMAIL	

Registration Fee: RM2 000.00 only

Payment can be made by cash or using crossed cheque/bank draft/money order/telegraphic transfer made payable to UMCCed.

If you wish to pay through CIMB Bank, payment should be made payable to the account below:

Account Name : UMCCed
Account Number : 14400009148053
Bank : CIMB Bank

Please send a copy of your bank-in slip to UMCCed and a receipt of acknowledgement will be given.

Replacement or Cancellation

If you are unable to attend, a substitute or replacement is allowed at no extra cost provided that a written notice is given **TWO WEEKS** prior to the event. Cancellation from the course is subject to the following:

- Seven (7) working days prior to commencement – full refund
- Less than seven (7) working days prior to commencement – 50% refund
- After commencement – no refund will be made

Please note that **CANCELLATION BY PHONE** will not be accepted. UMCCed must receive a written notice as mentioned above.



For further information/registration, please contact:
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