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|-----------|------------------------------------|---|-------------|---------------------|
| A. | TITLE | Project Management | | |
| B. | REVISION | Issue: 01 | Revision: 0 | Month/Year: 02/2024 |
| C. | CODE | PM-02/24 | | |
| D. | PURPOSE | <p>Project management is the process of planning, organizing, and executing a project from start to finish in order to achieve specific goals and objectives. It involves defining project scope, setting deadlines, determining budget and resources, and managing the team of individuals involved in the project. Effective project management requires strong leadership skills, clear communication, and a systematic approach to risk management and problem-solving. The ultimate goal of project management is to deliver the project within scope, on time, and within budget, while meeting or exceeding the expectations of all stakeholders. The purpose of this project management course is to teach participants the skills and knowledge needed to effectively plan, organize, and execute projects. It covers a range of topics including defining the problem, developing solutions options, planning the project, executing the plans, monitor and control the progress, managing the project team and project conclusion.</p> | | |
| E. | OBJECTIVES | <p>At the end of the programme the participants will be able,</p> <ul style="list-style-type: none"> - Have a fundamental knowledge on project management - Be able to manage, implement and control the project as regards to time, cost and performance whilst ensuring quality are maintained at all times | | |
| F. | PREREQUISITE QUALIFICATIONS | Nil | | |
| G. | TARGET POPULATION | Suitable for anyone looking to improve their project management skills, from entry-level employees to experienced project managers. | | |
| H. | DURATION | 18 Hours (3 days) | | |
| I. | EQUIPMENT/ FACILITIES | Laptop, LCD Projector and Whiteboard | | |
| J. | REFERENCE MATERIALS | Aviation Project Management – Flouris & Lock -Routledge Fundamentals of Project Management – Heagney – Amacom – Fourth Edition | | |
| K. | COURSE SYLLABUS | Please refer to attached document. | | |
| L. | KNOWLEDGE LEVELS | Level 1 - A familiarization with the principal element of the subjects. | | |
| | | Level 2 – A general knowledge of the theoretical and practical of the subjects. | | |
| | | Level 3 – A detailed knowledge of the theoretical and practical aspects of the subjects. | | |
| M. | EXAMINATION | NIL | | |

| | NAME | DESIGNATION |
|--|----------------------------------|--------------------|
| Prepared and compiled by: (Training Instructor) | Dr. Slae HJ. Zaiful H. Hashim | Chief Instructor |
| Verified by: (DOT) | Dr. Slae HJ. Zaiful H. Hashim | DOT |
| Approved by : (DOQ) | Lae Nur Diana Solehah | DOQ |

1. Course Title : Project Management

2. Duration : 18 Hours (3 days)

3. Course Objective :

At the end of the programme the participants will be able,

- Have a fundamental knowledge on project management
- Be able to manage, implement and control the project as regards to time, cost performance whilst ensuring quality are maintained at all times

4. Course Syllabus:

| Day | Topic | Level | No. of Hours |
|------------|--|--------------|---------------------|
| 1 | Welcome and Introductions An Overview of Project Management Project Life Cycle Factors Affecting Successful Completion of Projects Six Steps of Project Management The Role of the Project Manager | 3 | 6 |
| 2 | Planning the Project Developing a Mission, Vision, Goals and Objective of the Project Creating the Project Risk Plan Using the Work Breakdown Structure to Plan a Project Scheduling Project Work Producing a Workable Schedule | 3 | 6 |

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| 3 | Project Control and Evaluation The Change Control Processes Project Control using Earned Value Analysis Managing the Project Team Making Project Management Work in your Organization | 3 | 6 |
| Total Hours | | | 18.0 |

5. Course Timetable:

| Day | Time | Course |
|-----|-------------|---|
| 1 | 0900 - 0930 | Welcome and Introductions |
| | 0930 - 1030 | An Overview of Project Management |
| | 1030 - 1100 | Break |
| | 1100 - 1200 | Project Life Cycle |
| | 1200 - 1300 | Factors Affecting Successful Completion of Projects |
| | 1300 - 1400 | Lunch |
| | 1400 - 1500 | Six Steps of Project Management |
| | 1500 - 1530 | Break |
| | 1530 - 1630 | The Role of the Project Manager |

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| 2 | 0900 - 0930 | Review 1 st Day class |
| | 0930 - 1030 | Planning the Project |
| | 1030 - 1100 | Break |
| | 1100 - 1200 | Developing a Mission, Vision, Goals and Objective of the Project |
| | 1200 - 1300 | Creating the Project Risk Plan |
| | 1300 - 1400 | Lunch |
| | 1400 - 1500 | Using the Work Breakdown Structure to Plan a Project |
| | 1500 - 1530 | Break |
| | 1530 - 1630 | Scheduling Project Work Producing a Workable Schedule |
| 3 | 0900 - 0930 | Review 2 nd Day class |
| | 0930 - 1030 | Project Control and Evaluation |
| | 1030 - 1100 | Break |
| | 1100 - 1200 | The Change Control Processes |
| | 1200 - 1300 | Project Control using Earned Value Analysis |
| | 1300 - 1400 | Lunch |
| | 1400 - 1500 | Managing the Project Team |
| | 1500 - 1530 | Break |
| | 1530 - 1630 | Making Project Management Work in your Organization |