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# Project Management Knowledge Guide Course

11 – 15 October 2027
Kuala Lumpur (Malaysia)

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**Ref:** 3255684_208163 **Date:** 11 – 15 October 2027 **Location:** Kuala Lumpur (Malaysia) **Fees:** 4200 GBP

## Introduction

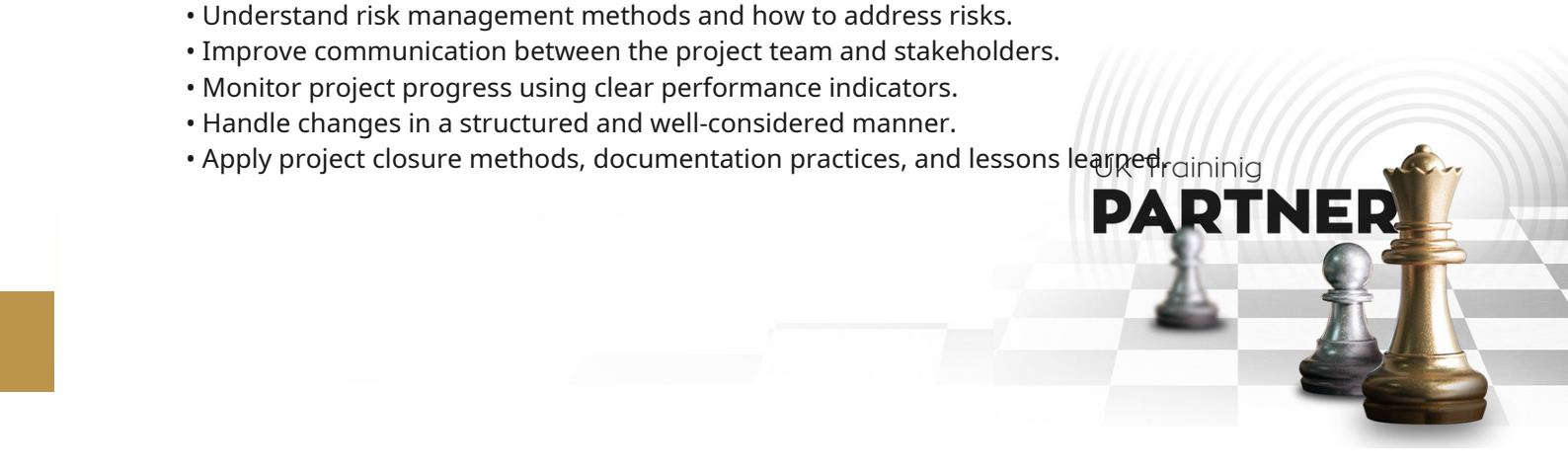
This course provides a structured understanding of the PMBOK Guide as a practical reference that helps organizations and professionals manage projects with greater clarity and control. It focuses on the foundations needed to understand project phases, define scope, organize schedules, control costs, and improve coordination among relevant stakeholders. The course also addresses practices that support more efficient project execution, stronger follow-up, and reduced disruption caused by weak planning or poor control.

This course is relevant to a wide range of professionals in public and private sector organizations, including executives, department managers, team leaders, supervisors, project team members, and specialists in human resources, finance, procurement, technology, quality, planning, and organizational development. It also reflects the needs of sectors such as oil and gas, financial services, telecommunications, government, professional services, and other industries that rely on projects to achieve operational, developmental, or strategic goals.

The practical value of this course lies in its ability to connect core concepts with actual workplace application. It helps participants understand how to set up a project properly, assign responsibilities clearly, track execution through measurable indicators, and deal with risks and changes in a more organized way. In this way, the course provides a solid professional foundation that supports better project performance and stronger alignment between planning, execution, monitoring, and closure.

## Course Objectives

- Understand the core concepts of the PMBOK Guide.
- Recognize the project phases from initiation through closure.
- Define roles and responsibilities within the project environment.
- Prepare a clear and manageable project scope.
- Collect and analyze requirements and link them to project goals.
- Organize activities and arrange them in a logical sequence for execution.
- Develop practical schedules that match the nature of the required work.
- Estimate costs and prepare an initial project budget.
- Identify required resources and allocate them appropriately.
- Understand risk management methods and how to address risks.
- Improve communication between the project team and stakeholders.
- Monitor project progress using clear performance indicators.
- Handle changes in a structured and well-considered manner.
- Apply project closure methods, documentation practices, and lessons learned.



## Course Outlines

### Day 1 Project Management Foundations and Project Structure.

- Introduction to project management and its importance in supporting organizational goals.
- Clarifying the difference between a project and ongoing operational work.
- Explaining the PMBOK Guide and its role in organizing project work.
- Reviewing the project phases from initiation to closure in a connected way.
- Identifying key project roles such as the project manager, the project team, the sponsor, and stakeholders.
- Explaining the main project constraints, including scope, time, cost, quality, resources, and risks.
- Discussing the factors that influence project success or failure.
- Presenting a practical exercise to identify the main elements of a real project.

### Day 2: Scope Definition, Requirements Analysis, and Stakeholder Identification.

- Explaining the concept of project scope and its effect on execution clarity.
- Collecting requirements from stakeholders using structured methods.
- Converting general needs into clear and actionable requirements.
- Preparing a work breakdown structure to divide the project into defined elements.
- Identifying key deliverables and linking them to actual business requirements.
- Analyzing stakeholders according to their level of influence and interest.
- Building a suitable approach to manage stakeholder expectations.
- Conducting a practical exercise on preparing project scope and a work breakdown structure.

### Day 3: Time, Cost, and Resource Planning.

- Identifying the activities required to complete project work.
- Arranging activities in a logical sequence that supports effective execution.
- Estimating activity durations and preparing an initial project schedule.
- Defining relationships between activities and their effect on total project duration.
- Explaining the basic principles of cost estimation and budget preparation.
- Identifying the human and material resources required for each phase.
- Linking time, cost, and resources to build a more accurate execution plan.
- Conducting a practical exercise on planning a small project that includes activities, duration, cost, and resources.



## Day 4: Risk, Quality, and Communication Management.

- Defining risks in projects and distinguishing them from existing issues.
- Identifying potential sources of risk in the work environment.
- Assessing the likelihood and impact of risks on project outcomes.
- Selecting appropriate risk response methods based on clear priorities.
- Explaining the concept of quality and its relationship to project requirements and final deliverables.
- Establishing monitoring methods that help identify deviations early.
- Preparing a communication plan that clarifies the type of information required and the parties that need it.
- Discussing practical cases that show the impact of weak communication or weak quality control on project progress.

## Day 5: Monitoring, Control, and Project Closure.

- Explaining the concept of continuous monitoring and its role in project success.
- Using performance indicators to measure progress in execution.
- Analyzing deviations related to scope, time, or cost.
- Organizing change requests and reviewing them before approval.
- Documenting decisions and actions taken throughout the project life cycle.
- Reviewing final work and confirming completion of required deliverables.
- Identifying lessons learned for use in future projects.
- Conducting a final practical assessment to measure participants' understanding of the course concepts.

## Why Attend this Course: Wins & Losses!

- It helps build a structured understanding of project management practices.
- It clarifies the relationship between good planning and effective execution.
- It supports better allocation of responsibilities within project teams.
- It helps control project scope and reduce unplanned expansion.
- It improves the ability to track time and cost more accurately.
- It supports better handling of risks and changes.
- It strengthens communication between project teams and stakeholders.
- It provides practical tools that can be used directly in the workplace.

## Conclusion

The PMBOK Guide Course provides structured professional content that explains the foundations of project management in modern organizations. It covers the main areas that begin with understanding the nature of the project and defining its scope and requirements, then move into planning time, cost, and resources, followed by managing risks, quality, communication, monitoring, and closure. In this way, the course offers a complete view that helps connect project elements within a clear framework that can be applied across different work environments.



The value of the course does not stop at introducing concepts. It also explains how these concepts can be used in practice. Participants do not only become familiar with the terminology, but also become more capable of organizing projects, setting priorities, monitoring performance, and making more balanced decisions when facing risks, change requests, or execution deviations. This supports organizations in improving project outcomes, reducing waste, and increasing alignment with predefined objectives.

**Through its structured progression over one week, the course helps build a coherent understanding that starts with the knowledge base and gradually moves into practical application. This approach helps reinforce concepts and clarify the relationship between the different elements of a project, which supports stronger execution, better monitoring, and clearer closure. For that reason, this course is a suitable option for organizations seeking a more consistent project management approach and better institutional performance through clear and applicable practices.**

