PMA: Project Management Advance

Objective:
To advance the Project Management Knowledge in the areas of project communication, change, quality, risk, procurement, lesson learned and enterprise project management. In addition, Project Management Office (PMO), the centralized project management entity, is also introduced to participants as one of the best project mechanism to drive project more success.

In order to dramatically increase the participants' skills in project management, the project assignment from their real-life is assigned to them and to be presented on the last day of the training. The instructor will provide comments and advice for better project result.

Who Should Attend: People who work in project-based or stake in projects.
- Management people who manage or coordinate projects
  - Corporate Manager
  - Project Manager
  - Project Team Leader
  - Project Coordinator
- Operation staffs or project members who direct or execute project activities

Course Benefit:
Participants will learn how to:
- Properly initiate project and manage stakeholders expectation to secure project success
- Plan and organize projects effectively in terms of scope, time and risk

Recommended Pre-course: Project Management Practitioner Course (PRT)

Next Course: Essential Attitude for Project Success (APS)

Duration: 3 days (19 hours, 19 PDUs), 09:00 – 16:30

PMI Skills: Technical Project Management 16 PDUs, Leadership 3 PDUs

Venue: Jasmine City Hotel, Soi Sukhumvit 23, Asoke, Bangkok

Method: Lecture, workshops and individual project presentation

Language: Thai

Instructors: Arintra Punyayuttakan, PMP, CSQA, CSTE, CSPM, MCTS
Paiboon Punyayuttakan PMP, CISSP, CISA, IRCA, ITIL, Project+

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Knowledger Co, Ltd.   **Page 1 of 4**   *www.knowledgertraining.com*
728 Bangbon 4 Soi 7, Bangbon,   *Tel: 099-283-5200, 081-583-8805*
Bangbon, Bangkok 10150 Thailand   *Email: info@knowledgertraining.com*

Registration: Fill in the Registration Form and send to info@knowledgertraining.com

Course Outline: **Project Management Advance**

Day 1
- Project Quality Management
    - Theory of Quality
    - Cost of Quality
    - Project Quality Planning
    - Perform Quality Assurance
    - Perform Quality Control
    - Quality Audit
    - Quality Checklist
    - *Project Scenario & Quality Planning Workshop*
- Project Communication Management
    - Project Communication Planning
    - Communication Skills
    - Communication Model
    - Communication Method
    - Project Message and Format
    - Communication Management Plan
    - *Project Scenario & Communication Planning Workshop*
    - Performance Reporting
    - Milestone Management
    - Deliverables Report
    - Performance Report
    - Risk and Issue Report
- Project Change Management
    - Sources of Change
    - Change Management Process
    - Change Request Form
    - Change Logs

Day 2
- Project Human Resource Management
    - Human Resource Planning
    - Project Team Roles & Responsibilities
    - Project Manager Competency
    - Responsibility Assignment Matrix
    - Create sense of ownership
    - *Project Scenario & Human Resource Planning Workshop*
    - How to motivate project team
    - Situational Leadership
    - Source of Leader Power
    - Team Building

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- o Behavioral Model
- o How to give and receive feedback
- o Conflict Management
- Project Procurement Management
  - o Project Procurement Planning
  - o Contract Type
  - o Conduct Procurement
  - o Bidder Conference
  - o Vendor Evaluation
  - o Proposal Evaluation
  - o Solicitation Methods
  - o Administer Procurement
  - o *Project Scenario & Procurement Planning Workshop*

Day 3
- Project Lesson Learned
  - o Project Lesson Learned
  - o When to Perform Lesson Learned
  - o How to Perform Lesson Learned
- Project Management Office
  - o Why PMO?
  - o What is PMO?
  - o PMO Statistics
  - o Perceptions to PMO
  - o Benefits of PMO
  - o PMO Functions
  - o Establishing a PMO
- Project Management Application
  - o Manage Multi Project with Microsoft Project
  - o *Microsoft Project Workshop*
- **Individual Project Presentation**

Course Fee: 22,900 Baht

Early Bird 19,900 Baht - to be paid 2 weeks prior to training

(Baht)	Course Fee	VAT 7%	Total (No Withholding Tax)	Withholding Tax (3%)	Total with Withholding Tax
Normal Rate	22,900	1,603	24,503	687	23,816
Early Bird Rate	19,900	1,393	21,293	597	20,696

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Payment: Transfer thru bank or pay cheque

1. By Cash – Please pay to the account name "บริษัท โนวเลดเจอร์ จำกัด"

Bank	Branch	Account Type	Account No.
	สุขาภิบาล 1 (บางบอน)	ออมทรัพย์	716-2-50476-7
	เซ็นทรัล พระราม 2	ออมทรัพย์	436-1-49772-2

2. By Cheque – Please pay A/C Payee Cheque to "Knowledger Co., Ltd." ("บริษัท โนวเลดเจอร์ จำกัด")

To complete the registration process, please scan and email the pay-in slip and withholding tax slip (if any) to info@knowledgertraining.com. Knowledger will acknowledge the registration to the registrant and the HR/coordinator emails provided.

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