PRO: Project Management Professionals

Objective: Managing projects requires more than technical knowledge and experience. It also demands a firm understanding of the practical nature and problems of the projects, the ability to apply effective methods, tools and techniques to facilitate the management task, and good team-building skills.

The course is intended for professional project managers or individuals who would like to learn the project management best practices and key knowledge areas in order to customize them to large-scale and complex projects, including with multiple projects. In addition, they will enhance project performance, decrease error correction and secure project objectives under risks.

It covers project management body of knowledge and essential skills such as structuring organization to support 'Management by Projects', managing stakeholder expectation, risk management, team building and establishing project management office. The powerful project management software application is also introduced to participants.

For participants' better understanding, the instructors hand out the practical and powerful tools, techniques and best practices thru project scenario-based workshops with continuous case from project initiating to project closing.

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:
- Setup projects and customize the proper methodologies to meet project size and complexity
- Plan, organize and monitor projects effectively with all 10 Project Management Body of Knowledge (PMBOK®) in order to deliver quality systems within time and budget
- Evaluate projects from the business point of view

Duration: 6 days (39 hours, 39 PDUs), 09:00 – 16:30

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

Method: Lecture, workshops and individual project presentation

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Language:	Thai
Instructors:	Arintra Punyayuttakan, PMP, CSQA, CSTE, CSPM, MCTS
	Paiboon Punyayuttakan PMP, CISSP, CISA, IRCA, ITIL, Project+
Registration:	Download Registration Form and send to info@knowledgertraining.com
Course Outline:	**Project Management Professionals**

Day 1

- Introduction to Project
  - o Project Manager and Innovator
  - o Characteristic of Project
  - o Output & Outcome
  - o Components of Project Success
- Project Management
  - o Project Life Cycle
  - o Project Management Knowledge Areas
  - o Project Management Processes
- Business Case
  - o Start with Business Case
  - o *Project Scenario & Business Case Workshop*
- Project Charter
  - o Why Project Charter?
  - o Project Objectives
  - o Assumption & Constraints
  - o *Project Scenario & Project Charter Workshop*
- Project Stakeholder Management
  - o Why Project Stakeholder Management?
  - o Identify Stakeholders
  - o Project Stakeholders
  - o Manage Stakeholder Expectation
  - o Stakeholder Strategies
  - o *Project Scenario & Stakeholder Analysis Workshop*

Day 2

- Project Scope Management
  - o Source of Requirements
  - o Requirement Gathering Techniques and Implementation
  - o Good Characteristics of Requirements Specification
  - o Create Work Breakdown Structure (WBS)
  - o *Project Scenario & WBS Workshop*
- Project Time Management
  - o Project Estimation Techniques
  - o Activities Sequencing & Dependency
  - o Project Scheduling
  - o Critical Path Method (CPM)

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- Project Risk Management
  - Sense of Managing Risk
  - Risk Management Planning
  - Risk Identification Techniques
  - Risk Assessment
  - Key Risk Indicator (KRI) & Risk Trigger
  - Risk Ownership
  - Risk Response Planning
  - Risk Monitoring and Control
  - Risk Profile
  - *Project Scenario & Risk Management Workshop*

Day 3
- Project Cost Management
  - Cost Management Planning
  - Cost Budgeting
  - Why Measurement?
  - Cost Baseline (S-Curve)
  - Earned Value Technique
  - Cost Performance Index
  - Schedule Performance Index
  - Performance Improvement Strategy
- Project Management Application
  - Manage Single Project with Microsoft Project
  - *Microsoft Project Workshop*

Day 4
- 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 Change Management
  - Sources of Change
  - Configuration Management
  - Change Management Process
  - Change Request Form
  - Change Log
- Project Communication Management
  - Project Communication Planning
  - How to Influence Stakeholders
  - Communication Skills

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- o Communication Model
- o Communication Method
- o Communication Management Plan
- o *Project Scenario & Communication Planning Workshop*
- o Performance Reporting
- o Milestone Management
- o Deliverables Report
- o Performance Report
- o Risk and Issue Report

Day 5
- Project Human Resource Management
  - o Human Resource Planning
  - o Project Team Roles & Responsibilities
  - o Project Manager Competency
  - o Responsibility Assignment Matrix
  - o Create sense of ownership
  - o *Project Scenario & Human Resource Planning Workshop*
  - o How to motivate project team
  - o Situational Leadership
  - o Source of Leader Power
  - o Team Building
  - 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 6
- 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

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- 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: 39,900 Baht
Early Bird 36,900 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	39,900	2,793	42,693	1,197	41,496
Early Bird Rate	36,900	2,583	39,483	1,107	38,376

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
krungsri กรุงศรี	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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