



## ***PMM: Project Management Master***

**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. Above all, possessing good mindset and positive attitudes is a very critical aspect making project managers outstanding and successful.

The course is designed for professional project managers or individuals to be mastery in project management. The participants will be equipped with both project management knowledge and skills and enhanced with empowering attitudes and thinking to ultimately success in profession.

**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 Benefits:** Participants will learn how to:

- Setup projects and customize the proper methodologies to meet project size and complexity
- Plan, organize and monitor projects effectively in order to deliver quality systems within time and budget
- Solve the problems and make decision in many situations in managing project
- Develop and cultivate essential skills and attitude for managing project
- Evaluate projects from the business point of view

**Duration:** 9 days (54 hours, 54 PDUs), 09:00 – 16:00

**PMI Skills:** Ways of Working 33 PDUs, Business Acumen 8 PDUs, Power Skills 13 PDUs

**Training Date:** See Training Schedule on [www.knowledgetraining.com](http://www.knowledgetraining.com)

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

**Method:** Lecture, workshops, group discussion and individual project presentation

**Language:** Thai

**Instructors:** Arintra Punyayuttakan, PMP, PMI-ACP, CSM, CSPO, LeSS, CSQA, CSTE, CSPM, MCTS

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Paiboon Punyayuttakan PMP, CISSP, CISA, IRCA, ITIL, Project+

**Registration:** Fill in the Registration Form in Training Schedule page of [www.knowledgertraining.com](http://www.knowledgertraining.com)

**Equipment** On day 3 and 6 of the training, please bring your notebook installed any version of Microsoft Project for the training.

**Course Outline: Project Management Master**

### Day 1

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

### Day 2

- Project Scope Management
  - Source of Requirements
  - Requirement Gathering Techniques and Implementation
  - Good Characteristics of Requirements Specification
  - Create Work Breakdown Structure (WBS)
  - Design WBS in Waterfall Pattern
  - Design WBS in Incremental Pattern
  - Design WBS in Iterative Pattern
  - WBS Pattern Selection Criteria

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- *WBS Pattern Selection Workshop*
- *Project Scenario & WBS Workshop*
- Project Schedule Management
  - Project Estimation Techniques
  - Activities Sequencing & Dependency
  - Project Scheduling
  - Critical Path Method (CPM)
- Project Risk Management
  - Sense of Managing Risk
  - Risk Management Planning
  - Risk Identification Techniques
  - Risk Assessment
  - Key Risk Indicator (KRI) & Risk Trigger
  - Risk Response Planning
  - Risk Monitoring and Control
  - Risk Profile
  - *Project Scenario & Risk Management Workshop*

### Day 3

- Project Cost Management
  - Estimate Cost Activity
  - Develop Cost Baseline (S-Curve)
- Project Schedule Tracking & Reporting with Microsoft Project
  - Setup Project Parameter in Microsoft Project
  - Create WBS in Microsoft Project
  - Identify Task Dependency in Microsoft Project
  - Setup Timescale in Microsoft Project
  - Assign Resource in Microsoft Project
  - Update & Calculate % Complete in Microsoft Project
  - Review Gantt Chart & Calculate %Complete with MS Project
  - Calculate %Complete Actual VS %Complete as Plan
  - Develop Slide Progress Report
  - *Microsoft Project Workshop (Project Schedule Tracking & Reporting)*

### 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

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

#### **Day 5**

- Project Lesson Learned
  - Project Lesson Learned
  - When to Perform Lesson Learned
  - How to Perform Lesson Learned
- Project Procurement Management
  - Project Procurement Planning
  - Contract Type
  - Conduct Procurement
  - Bidder Conference
  - Vendor Evaluation
  - Proposal Evaluation
  - Solicitation Methods
  - Administer Procurement
  - *Project Scenario & Procurement Planning Workshop*
- 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
  - Behavioral Model

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- How to give and receive feedback
- Conflict Management

#### **Day 6**

- *Workshop: Review and Analyze Project Scenario Case Study*
  - *Practice WBS Pattern Selection Workshop*
  - *Practice Create WBS Workshop*
  - *Practice Develop Project Schedule Workshop*
  - *Practice Tracking Project Workshop*
  - *Practice Develop Project Progress Report Workshop*
  - *Practice Develop Slide Project Steering Workshop*
  - *Practice Manage Change in Project Workshop*
  - *Practice Re-baseline Schedule Workshop*

#### **Day 7**

- Project Outcome Realization
  - Aligned Project Outcome with Business Outcome
  - Project Outcome Realization
  - Project Outcome Measurement
  - How to align WBS with project outcome
  - *Project Outcome Workshop & Group Discussion*
- Project Team Accountability
  - Project Accountability & Responsibility
  - How to create project team accountability
  - *Sense of accountability Workshop & Group Discussion*

#### **Day 8**

- Manage Project Proactively
  - From Reactive to Proactive Management
  - Manage Project Proactively
  - Proactive approach in Risk & Stakeholder Management
  - *Proactive Management Workshop & Group Discussion*
- Root Cause Analysis
  - Root Cause Analysis (RCA) for Project
  - Perform Corrective and Preventive actions (CAPA)
  - Detective action and Defect Repair
  - *RCA & CAPA Workshop & Group Discussion*
- Team Assessment
  - Team Assessment
  - Team Motivation Strategy
  - Team Building Strategy
  - *Team Building and Team Strategy Workshop & Group Discussion*

#### **Day 9**

- Organization Change Management
  - Changing Culture from Project

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- Create Sense of Urgency
- Clear Direction of Changing
- Communicate and Empower
- Promote Quick-win
- *Project Culture Changing Workshop & Group Discussion*
- Effective Communication in Projects
  - Understanding People Communication Preference
  - Active Listening
  - Effective Communication Mindset
  - *Project Communication Workshop & Group Discussion*

**Course Fee:** 57,900 Baht  
Early Bird 54,900 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	57,900	4,053	61,953	1,737	60,216
Early Bird Rate	54,900	3,843	58,743	1,647	57,096

**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.
	สาขาภิบาล 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 “Knowledgeger 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@knowledgegertraining.com](mailto:info@knowledgegertraining.com). Knowledgeger will acknowledge the registration to the registrant and the HR/coordinator emails provided.

หน่วยงานราชการและนิติบุคคล สามารถหักภาษี ณ ที่จ่ายได้ตามหลักเกณฑ์  
ที่อยู่ในการออกเอกสารใบหักภาษี ณ ที่จ่าย  
บริษัท โนวเลดเจอร์ จำกัด สำนักงานใหญ่ เลขประจำตัวผู้เสียภาษี 0105555106113  
728 ซ. บางบอน 4 ซอย 7 แขวงบางบอนเหนือ เขตบางบอน กทม. 10150

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