



THE PROJECT MANAGEMENT SERIES (PMP®)

One of the Most Valued Credentials in Project Management

In today's competitive working environment, knowledge, skill and even experience are no longer sufficient for organizations. Individual has to demonstrate his/her competencies to a greater extend.

Project management is the discipline of organizing and managing resources in a way that the project is completed within some constraints. PMP® certification is for practicing individual wanting to develop proficiency in project management. PMP® certification provides an extensive exposure of the core functional disciplines of project and management and the opening to widen a region of specialization or engage in extensive development of project management competencies.

PMP® is generally considered a good investment. Individuals with a PMI cert averaged higher earnings.

What KMDC Offers

4 modules of Project Management courses. Each module consists of 3 full day workshop which will be held from Friday till Sunday. All courses follow the Project Management Institute's PMBOK project management standard and guidelines.

A 5-day Project Management Professional Examination Preparatory Boot Camp.

A series of 1-day, 2-day and 3-day Project Management workshop that targets different groups of participants, from those who have some or no project management knowledge, including executives, senior manager and marketing and sales staff; to the IT and or project savvy participants.

About KMDC

KDU Management Development Centre Sdn. Bhd. (KMDC) is a workforce transformation and learning solutions provider established to develop and enhance the capabilities of professionals through leading edge and high quality executive education and professional development programmes.

KMDC offers innovative learning solutions with emphasis on personal as well as professional growth for the individual and integrated management solutions for dynamic organisational change.

The team at KMDC understands what drives individuals and organisations to succeed and advance into leadership positions. Our model engages learners in a transformational experience that goes beyond the mere acquisition of knowledge. Our learning network brings professionals, client organisations, partner learning providers and learning members together in a network that can promote lasting, rewarding and satisfying lifelong experiences.

OUR MISSION

Creating Value and Enrichment in Lifelong Learning

OUR PLEDGE

Graduates:
Become Employable Fast
Professionals:
Retool Your Career
Companies:
Retrain and Retain Valuable Employees

The Executive Learning Network defines the unique learning experience at KMDC. Modelled after the best business and executive learning centres in the world, the people at KMDC realise the limitations of the traditional lecture-based model. To ensure that our learning members are exposed to the absolute learning experience and executive education that goes beyond the framework of theories, and to enable professionals to immediately utilise their enhanced management and leadership capabilities, KMDC provides the most effective learning and professional development solutions.



Programme Facilitator

Mr. Leong Mun Chak

PMP®,

M.Sc. IT for Manufacture (Warwick UK)

Dip. in Electronics Engineering (TARC, Malaysia)

MC Leong brings over 15 years of project management experience and provides learning in areas of project management and statistical quality control. Initially working in the sales and marketing for the IT industry for about 8 years, Leong had progressed to contribute in the academia. His work in the academia and industry had earned him at the age of 31, becoming one of the youngest Associate Professor at the Universiti Teknologi Malaysia. Capitalising on his project management experience working with Middle East and Asian clients, Leong contributes real world case studies and lessons that are beneficial to clients worldwide.

Programme Overview

by Leong Man Chak

This course is intended for managers and executives in ICT & IT technical (e.g. engineering, technical support, consulting) who need to acquire a high competency in ICT & IT project management, project control and documentation tools and processes. The entire course content is compliant with the standard Project Management Body of Knowledge (PMBOK) of the Project Management Institute (USA).

One of the objectives of this course is for participants to appreciate and enforce project management (suitable for participants from ICT & IT as well as non-ICT & IT backgrounds) as a system of procedures and controls that can regulate and stabilize project controls, through the use of the right project management methodology, tools and techniques. A demonstration of a Project Management Information System (PROMISE) is included, and sufficient information is provided in discussions on how to set up a Project Management Office.

This project management course is carefully designed to provide the best mix of experience, theory and practice in an adult-learning environment. Formal presentations will be brief and used mainly to introduce key concepts and significant elements of project management. Emphasis is on real case studies, and practical applications through "hands-on" action learning. Project management planning using Microsoft Project will be shown to reinforce the learning (participants may bring their PCs with MS Project although this is not necessary). Throughout the course will require a high level of participation and team involvement. Maximum opportunities will be given to participants to inject their own examples and issues into the course and continually relate the material to their own contexts.

Courses:

- **IT Project Management**
- **ICT Project Management**
- **Essential Project Management**
- **Project Management**
- **Project Leadership, Team Development, Decision Making and Communicating**
- **2-Day Successful Project Management**
- **5 Day successful Project Management**
- **PMP 5-Day Boot Camp**

IT Project Management / ICT Project Management

Key Take-Aways

- Have comprehensive understanding of the various processes of IT / ICT project management.
 - Have comprehensive application knowledge about the Project Management Body of Knowledge (PMBOK).
 - Have an advanced set of project management tools and techniques for immediate IT / ICT project application at the workplace.
 - Participants will have a ready set of working templates, forms and checklists relevant for use in projects at their place of work.
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An Overview

This course is intended for executives in technical and non-technical work areas, who need to acquire working knowledge and skill in planning, monitoring or tracking, measuring the implementation of projects. Their participation through an action-learning methodology will facilitate an immediate transfer of such competency to workplace.

Essential Project Management

Key Take-Aways

- Have comprehensive understanding of the various processes of project management.
- Evaluate risk management planning of projects.
- Determine task/project durations, and costs.
- Determine which task(s) has overwhelming influence in project duration.
- Track project progress, and spot problem areas.
- Have a working set of project management tools and techniques for monitoring project progress - appreciate the use of MS Project 2003 for planning, scheduling and tracking project progress.

Project Management

Key Take-Aways

- Have comprehensive understanding of the various processes of project management.
- Understanding the Project Management methodology and terminologies (PMBOK compliant), and making it the backbone of a project organisation.
- Exercise the required soft skills when managing the team, which includes motivating, resolving conflicts, developing the team and exercising different leadership styles for different project scenarios and team member mix.
- Evaluate risk management planning of projects.
- Determine worst-case, best case and most likely case for task/project durations, and costs.
- Simulating project risks and uncertainties using Monte-Carlo technique.
- Determine which task(s) has overwhelming influence in project duration and costs.
- Determine project stakeholder roles and responsibilities.
- Track project progress and making project reports.
- Use Earned Value Management technique to analyse schedule and cost management performance of a project.
- Have a working set of project management tools and techniques for monitoring and measuring projects.
- Appreciate MS Project 2003 for planning, scheduling and tracking project progress.

A short Overview

This course is intended for managers and executives in IT and non-IT technical (e.g. engineering, technical support, consulting) and non-technical work areas (e.g. sales, marketing, business development, customer service), who need to acquire a high competency in project management, project control and documentation tools and processes. The entire course content is compliant with the standard Project Management Body of Knowledge (PMBOK) of the Project Management Institute (USA).

It is clear that leadership is important to the success of a project because leadership is essentially about motivating people. In the planning phases of the project, the project leader conducts the project team and other main project stakeholders through formal and informal decision making in order to achieve agreed goals and objectives. This also calls to form the essential basis for effective team development. To get a project started off right, the project manager must first become a leader, and that the style of leadership does need to change as the project progresses through its life cycle, and as the team matures.

As a participant, everyone will undergo a self-assessment of his/her leadership skills, then master the basics of these leadership competencies: setting direction, aligning people, motivating and inspiring, leading teams, communicating, building relationships, facilitating ethical conduct, negotiating and leading change.

Project Leadership, Team Development, Decision Making and Communicating

Key Take-Aways

- Learn how to empower oneself and other team members through more effective negotiation based on an understanding of the differences between competitive and collaborative negotiation approaches
- Gain an appreciation of the importance of a collaborative “win/win” negotiation process.
- Gain a clear understanding of why communication is so important—regardless of how a project is organised.
- Discover how business and personal ethics can influence the leadership style and personality, and how his/her own individual leadership style and personality can influence the course a project will take.

2-Day Successful Project Management

Key Take-Aways

- Have comprehensive understanding of the various processes of project management.
- Evaluate risk management planning of projects.
- Determine task/project durations, and costs.
- Determine which task(s) has overwhelming influence in project duration.
- Track project progress and making project reports.
- Have a working set of project management tools and techniques for monitoring project progress - appreciate use of MS Project 2003 for planning, scheduling and tracking project progress.

5 Day successful Project Management

Key Take-Aways

- Have comprehensive understanding of the various processes of IT project management.
- Have comprehensive application knowledge about the Project Management Body of Knowledge (PMBOK).
- Have an advanced set of project management tools and techniques for immediate IT project application at the workplace.
- Learn how to empower oneself and other team members through more effective negotiation based on an understanding of the differences between competitive and collaborative negotiation approaches.
- Gain an appreciation of the importance of a collaborative “win/win” negotiation process.
- Gain a clear understanding of why communication is so important—regardless of how a project is organised.
- Discover how business and personal ethics can influence the leadership style and personality, and how his/her own individual leadership style and personality can influence the course a project will take.
- Participants will have a ready set of working templates, forms and checklists relevant for use in projects at their place of work.



Programme Facilitator

Mr. Mah Kong Howe

MBA (Hull)

BEng (Mechanical) (UNSW)

Grad. Dip. In Biomedical Engineering (UNSW)

Mah Kong Howe has a Master of Business Administration from University of Hull, UK, a Master of Arts in Work Based Learning Studies (Project Management) from Middlesex University, UK, and a Bachelor of Engineering (Mechanical) and a Graduate Diploma in Biomedical Engineering from the University of New South Wales, Australia.

Mah lectures in the subject areas of Total Quality Management, Change Management, Leadership, Strategic Management, and Operations Management for MBA programmes from UK, Europe, Australia, and US universities. Mr Mah has extensive work experience in the manufacturing sector having worked as a Quality Assurance Manager in various organisations. Mr Mah is also the principal consultant and trainer for SQI Management Consultants; a training-based consultancy for manufacturing and service organisations in project management, quality, productivity, safety and cost improvements. Presently, Mr Mah is also a Work-Based Learning tutor for the Middlesex University Masters in the Work-Based Learning programme at KMDC.

by Mah Kong Howe

Programme Overview

This course is intended for candidates undertaking or wish to undertake the Project Management Professional (PMP) examination. The course follows the Project Management Body Of Knowledge (PMBOK) 3rd Edition.

This course is ideal to candidates planning to take the computer-based examination on the following week. The title PMP is an internationally accepted recognition of project management knowledge and professionalism of the successful candidate. Simply put, this is a professional certification of the candidate in the area of project management.

Candidates may only apply to sit for the examination if they have obtained at least a university degree or equivalent, a minimum of 4,500 hours project management experience within 36 months (non-overlapping) prior of the application to sit for the examination, and at least 35 hours of Project Management education. Candidates who do not have a university degree may opt applying for the examination via increased demands on project management experience to 7,500 hours within 60 months (non-overlapping).

The examination may be taken at Prometric computer test centre, at a pre-appointed date and time, at your choice venue; that is, when the application to sit for the examination is successful confirmed through an eligibility letter. The examination consists of 200 multiple-choice answers (1 out of 4 is the right answer), and to be completed within 4 hours. Typically the passing mark is 61%.

Please find the necessary application form and verification form of project management experience in the Certification Handbook. Follow strictly the application instructions, and information you will need to submit with the application. You are recommended to submit the application online via <http://www.pmi.org>.

The cost for sitting for the examination per candidate is about US\$555 (non-PMI® member), and payment is made direct to the Project Management Institute, USA (please see PMP Certification Handbook found at www.pmi.org for complete details). However, it would still be cheaper if the candidate applies to be a PMI® member first, followed by applying to sit for the PMP® Examination. Membership application and pricing details at <http://www.pmi.org>.

Training Approach

The training uses practical exercises that take individuals outside their comfort zones. By giving the participants help and guidance during the pre-examination process, confidence and skills are strengthened. We make the sessions challenging and practical through the use of simulated test questions, flash cards to help accelerate memory retention and learning, to aid in memory retention and reinforcing classroom materials after the program is completed. Also, by getting candidates to take on the role of setting examination questions would help them learn the process of examination setting and help build confidence. Moreover, this interaction makes classes enjoyable and motivational.

Candidates would be provided with text book, which is the PMBOK Guide containing all the important and essential facts, tips, and terminologies used in the PMP exam to help accelerate knowledge retention. The Facilitator will take them through discussion points and highlights of each PMP module, reinforced with a test of 15-20 key questions upon the completion of each module.

PMP 5-Day Boot Camp

The Course Structure

This course is spread over a 5 days (Monday through Friday or Wednesday through Sunday, 9.00am through 5.00pm), with the intention to take the exam on the following week.

Who will benefit

- Project managers
- Team members
- Field staff members
- Project engineers
- Design engineers
- Project leaders
- Administrators
- Industrial engineers
- Program managers
- Operations managers
- Functional manager
- Information Technology professionals
- R&D managers
- Marketing directors
- and others involved directly or indirectly with projects in virtually every industry, and who needs a certification to give the professional recognition to bid for projects.

by Mah Kong Howe

Project Management Framework

Programme Outline

- Unit 1:** Projects In Contemporary Organisation - Critically discusses the changing nature and contribution of project management in contemporary organisations and their strategies.
- Unit 2:** Project Selection - Explores approaches and techniques organisations use to select projects.
- Unit 3:** Project Organisation - Introduces participants to the various types of organisation structures relevant for projects and their characteristics.
- Unit 4:** The Project Manager - Examines the multiple roles of a project manager in a unique discipline.
- Unit 5:** Professional Responsibilities - Introduces participants to the professional responsibilities of the project manager.

Project Integration & Communication

Programme Outline

- Unit 1:** Project Planning - Participants will learn the various approaches and methods of developing effective project plans. Common pitfalls of project planning will be emphasized.
- Unit 2:** Project Selection - Participants will learn methods of project scheduling and their impact on other aspects of the project and those of other projects.
- Unit 3:** Project Organisation - Participants will appreciate the complexity of the communications requirements in the project work environment and the corresponding need for communications planning, information distribution, and performance reporting.

Project Quality Management

Programme Outline

- Unit 1:** Project Quality Management - Participants will learn the fundamental principles of quality management applications to projects. Total Quality Management, Six Sigma, Quality Tools, Quality Costs, Process Studies, Statistical Process Control, International Standards (ISO 9001:2000), will be covered.
- Unit 2:** Contracts and Procurement - Participants will learn the principles applicable to project procurement relevance to effective project management .
- Unit 3:** Project Human Resource Management - Examines the issues relating to project staffing, team formation development, team dynamics, leadership and motivation, and conflict management.

Project Risk & Cost Management

Programme Outline

- Unit 1:** Project Risk Management - Participants will learn the principles and techniques relating to the system of identifying, analysing, and responding to project risk.
- Unit 2:** Pricing and Estimating - Participants will learn the various approaches and techniques pertaining to estimating and pricing.
- Unit 3:** Project Cost Control - Participants will learn the principles and techniques relating to cost control and issues such as budgeting, decision making, and reporting; and their implications on the management project.

Applications & Further Information

You can obtain application forms and further information from:

KMDC Learning Support Team

Learning Centres at Petaling Jaya, Kuala Lumpur and Penang.



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