



## ***PMF: Project Management Fundamental***

**Objective:** The course focuses to hand on project managers the project management globally recognized best practices in initiating and planning processes.

Participants will learn and practice skills how to secure project since project initiating, managing stakeholder expectation, scope management, which activities should be focused to ensure on-time project delivery, and planning, risk management.

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
- Project customers or users

**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

**Duration:** 2 days (12 hours, 12 PDUs), 09:00 – 16:00

**PMI Skills:** Technical Project Management 12 PDUs

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

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

**Method:** Lecture and workshops

**Language:** Thai

**Instructors:** Arintra Punyayuttakan, PMP, PMI-ACP, CSM, CSPO, LeSS, CSQA, CSTE, CSPM, MCTS  
Paiboon Punyayuttakan PMP, CISSP, CISA, IRCA, ITIL, Project+

**Registration:** Fill in the Registration Form and send to [info@knowledgertraining.com](mailto:info@knowledgertraining.com)

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## Course Outline: Project Management Fundamental

### 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)
  - *Project Scenario & WBS Workshop*
- Project Time 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

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- Risk Ownership
- Risk Response Planning
- Risk Monitoring and Control
- Risk Profile
- *Project Scenario & Risk Management Workshop*

**Course Fee:** 17,900 Baht  
Early Bird 14,900 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	17,900	1,253	19,153	537	18,616
Early Bird Rate	14,900	1,043	15,943	447	15,496

**Payment:** Transfer thru bank or pay cheque

1. By Cash – Please pay to the account name “บริษัท โนวเลตเจอร์ 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 โนวเลตเจอร์ 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 โนวเลตเจอร์ จำกัด สำนักงานใหญ่ เลขประจำตัวผู้เสียภาษี 0105555106113  
728 ซ. บางบอน 4 ซอย 7 แขวงบางบอนเหนือ เขตบางบอน กทม. 10150

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