

## ***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
  - o Corporate Manager
  - o Project Manager
  - o Project Team Leader
  - o 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 (36 hours, 36 PDUs), 09:00 – 16:00

**PMI Skills:** Ways of Working 33 PDUs, Power Skills 3 PDUs

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

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<b>Venue:</b>	Jasmine City Hotel, Soi Sukhumvit 23, Asoke, Bangkok
<b>Method:</b>	Lecture, workshops and individual project presentation
<b>Language:</b>	Thai
<b>Instructors:</b>	Arintra Punyayuttakan, PMP, PMI-ACP, CSM, CSPO, LeSS, CSQA, CSTE, CSPM, MCTS Paiboon Punyayuttakan PMP, CISSP, CISA, IRCA, ITIL, Project+
<b>Registration:</b>	Fill in the Registration Form in Training Schedule page of <a href="http://www.knowledgetraining.com">www.knowledgetraining.com</a>
<b>Equipment</b>	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 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

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- o Requirement Gathering Techniques and Implementation
  - o Good Characteristics of Requirements Specification
  - o Create Work Breakdown Structure (WBS)
  - o Design WBS in Waterfall Pattern
  - o Design WBS in Incremental Pattern
  - o Design WBS in Iterative Pattern
  - o WBS Pattern Selection Criteria
  - o *WBS Pattern Selection Workshop*
  - o *Project Scenario & WBS Workshop*
- Project Schedule Management
  - o Project Estimation Techniques
  - o Activities Sequencing & Dependency
  - o Project Scheduling
  - o Critical Path Method (CPM)
- Project Risk Management
  - o Sense of Managing Risk
  - o Risk Management Planning
  - o Risk Identification Techniques
  - o Risk Assessment
  - o Key Risk Indicator (KRI) & Risk Trigger
  - o Risk Response Planning
  - o Risk Monitoring and Control
  - o Risk Profile
  - o *Project Scenario & Risk Management Workshop*

### Day 3

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

### Day 4

- Project Quality Management
  - o Theory of Quality
  - o Cost of Quality

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- o Project Quality Planning
  - o Perform Quality Assurance
  - o Perform Quality Control
  - o Quality Audit
  - o Quality Checklist
  - o *Project Scenario & Quality Planning Workshop*
- Project Change Management
  - o Sources of Change
  - o Configuration Management
  - o Change Management Process
  - o Change Request Form
  - o Change Log
- Project Communication Management
  - o Project Communication Planning
  - o How to Influence Stakeholders
  - o Communication Skills
  - 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 Lesson Learned
  - o Project Lesson Learned
  - o When to Perform Lesson Learned
  - o How to Perform Lesson Learned
- 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*
- 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

#### Day 6


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

**Course Fee:** 43,900 Baht  
Early Bird 40,900 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	43,900	3,073	46,973	1,317	45,656
Early Bird Rate	40,900	2,863	43,763	1,227	42,536

**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

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 The logo for Krungsri, featuring a stylized yellow sun or flower-like symbol above the word "krungsri" in a bold, sans-serif font, with "กรุงศรี" in Thai script below it.	เซ็นทรัล พระราม 2	อมรินทร์พย์	436-1-49772-2
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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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