



FOUNDATION PROJECT MANAGEMENT (PMBOK) TRAINING



MTBM Group Sdn. Bhd. (1600656-M)

Level 8, MCT Tower, Sky Park, One City, Jalan USJ 25/1, 47650 Subang Jaya, Selangor

Course Title: Foundation Project Management (PMBOK) Training

Course Validity: 2 Days

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This training provides participants with a foundational understanding of project management based on PMBOK (Project Management Body of Knowledge). The programme covers project lifecycle, project processes, knowledge areas, stakeholder management, scheduling, risk management, communication and quality control. Participants will learn structured tools, templates and techniques used in professional project management to plan, execute, monitor and control projects effectively in any industry.

OBJECTIVE(S):

- Understand PMBOK project management concepts and terminology.
- Learn the project lifecycle and the 5 project management process groups.
- Apply PMBOK knowledge areas such as scope, time, cost, quality and risk.
- Strengthen planning, scheduling, budgeting and stakeholder management skills.
- Use project management tools such as WBS, Gantt charts and risk registers.
- Improve communication, reporting and change control processes.
- Build capability to manage projects systematically and successfully.

TARGET GROUP(S):

- New Project Managers
- Executives, Supervisors & Team Leaders
- Engineers, Planners, Coordinators
- Individuals transitioning into project roles
- Anyone requiring foundational project management skills

ENTRY REQUIREMENT(S):

- Able to read, write, and communicate in Malay/English

TOPIC(S):

1. Introduction to PMBOK & Project Management
2. Project Life Cycle & Process Groups
3. Project Integration Management
4. Scope Management & Work Breakdown Structure (WBS)
5. Project Schedule Management (Activities, Sequencing, Gantt Charts)
6. Cost Estimation & Budgeting Basics
7. Quality Management Tools & Techniques
8. Resource & Team Management
9. Communication & Stakeholder Management
10. Risk Identification, Analysis & Response Planning
11. Procurement & Contracting Overview
12. Monitoring, Controlling & Project Closure

LIST OF REFERENCE BOOK(S):

- PMBOK Guide – Project Management Institute (PMI)
- “Fundamentals of Project Management” – James P. Lewis
- Project Management Toolkit & Templates

LIST OF TEACHING AID(S):

- LCD projector
- Computer
- Whiteboard with accessories

METHODOLOGY(S):

- Lecture
- Group discussions
- Case studies
- Project simulation exercises
- Practical planning workshops

TRAINING SCHEDULE

Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration & Introduction
9:00 am – 9:45 am	Topic 1: Introduction to PMBOK & Key Concepts
9:45 am – 10:30 am	Topic 2: Project Life Cycle & Process Groups
10:30 am – 10:45 am	Morning Tea Break
10:45 am – 11:30 am	Topic 3: Integration & Project Charter
11:30 am – 12:30 pm	Topic 4: Scope Management & WBS Development
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 2:30 pm	Topic 5: Schedule Management – Activity Planning
2:30 pm – 3:30 pm	Topic 6: Scheduling Tools – Gantt Chart & Network Diagram
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Workshop 1: Building WBS & Project Schedule

TRAINING SCHEDULE

Day 2

Time	Activity / Topic
8:30 am – 9:00 am	Recap of Day 1
9:00 am – 9:45 am	Topic 7: Cost Estimation & Budgeting Basics
9:45 am – 10:30 am	Topic 8: Quality Management Tools
10:30 am – 10:45 am	Morning Tea Break
10:45 am – 11:30 am	Topic 9: Communication & Stakeholder Management
11:30 am – 12:30 pm	Topic 10: Risk Identification & Analysis
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 2:30 pm	Topic 11: Procurement & Contract Basics
2:30 pm – 3:30 pm	Topic 12: Monitoring, Controlling & Reporting
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Final Workshop: Mini Project Simulation & Closure