



安讯教育与科技有限公司
Axon Consultancy Sdn Bhd

HIGH-IMPACT PROJECT MANAGEMENT MASTERY PROGRAMME

Plan Smarter, Execute Stronger, Deliver Better

TRAINING DETAILS

10TH TO 11TH October 20225

Duration : 2 Days

Training Hour : 9am to 5pm

RECOMMENDED PARTICIPANTS:

- Project leaders & team members
- Professionals seeking to enhance their skills and knowledge to navigate the complexities of modern projects, improve communication and collaboration, manage risks, and ultimately deliver successful outcomes



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(Co Reg no: 201701042497)

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COURSE INTRODUCTION:

In today's fast-evolving business environment, effective project management is no longer optional—it is essential. **[High-impact project management mastery program]** equips participants with proven project management techniques aligned with global best practices (PMBOK®, Agile, Lean) to manage scope, schedule, cost, risks, and stakeholder engagement more effectively. This course is tailored for project leaders, team members, and professionals seeking to enhance their execution capabilities.

COURSE OBJECTIVES:

- Understand the project lifecycle and process groups
- Define project scope, objectives, and success criteria
- Develop effective project plans and schedules
- Identify, assess, and manage project risks
- Allocate resources and manage budgets
- Monitor and control project progress
- Communicate effectively with stakeholders
- Apply leadership skills in managing teams
- Execute change control and handle project closure
- Align project outcomes with business objectives

COURSE FOCUS AREAS:

- Project Planning & Initiation
- Work Breakdown Structure (WBS)
- Stakeholder & Communication Management
- Risk, Budget & Resource Control
- Leadership in Project Teams
- Tools & Templates for Execution
- Change & Closure Processes



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LEARNING OUTCOMES:

Upon Completion, Participants will be able to :

- A. Gain end-to-end understanding of project management processes
- B. Apply structured planning and execution tools
- C. Make informed decisions during uncertainty and risk
- D. Manage cross-functional teams more effectively
- E. Deliver project outcomes aligned with business KPIs

TRAINING METHODOLOGY:

Venessa's training methodology for High-impact Project Management Mastery Program is designed to create a dynamic and impactful learning experience that transforms participant into cohesive, motivated, and high-performing units. Her approach is characterized by the following key elements:

- Interactive Lectures with Real-life Case Studies
- Group Discussions & Brainstorming
- Simulation Activities
- Hands-on Tools Application (Gantt Chart, WBS)
- Project Canvas & Planning Worksheets
- Reflective Learning & Group Presentations



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COURSE OUTLINE:

Day 1: Planning & Structuring for Success

Module 1: Fundamental in Project Management

- Definition and Importance of Project Management
- The Five Process Groups (Initiation to Closure)
- Project vs Operations
- Traditional vs Agile vs Hybrid Approaches
- Key Success Factors in Project Execution
- The Role of a Project Manager

Module 2: Project Charter, Scope & Stakeholders

- Components of a Project Charter
- Establishing SMART Goals & Objectives
- Defining Scope vs Deliverables
- Stakeholder Identification & Prioritization
- Power-Interest Grid Mapping
- Communication Expectations with Stakeholders

Module 3: Project Planning & Work Breakdown Structure (WBS)

- Planning vs Execution: Why Plans Matter
- Developing a Work Breakdown Structure (WBS)
- Task Dependencies & Sequencing
- Estimating Task Durations
- Milestone Identification
- Hands-on WBS Planning Activity

Module 4: Budgeting & Scheduling Techniques

- Cost Estimation Techniques (Top-down, Bottom-up)
- Creating a Basic Budget Plan
- Introduction to Scheduling Tools (Gantt Chart, CPM)
- Critical Path Method (CPM) Explained
- Allocating Resources Efficiently
- Balancing Time-Cost-Scope Triangle (Project Constraints)





Day 2: Execution, Monitoring & Delivery

Module 5: Risk Identification & Mitigation Plans

- What is Project Risk? Types of Risks
- Risk Identification Techniques (Brainstorming, SWOT)
- Creating a Risk Register (Likelihood & Impact)
- Risk Response Strategies (Avoid, Mitigate, Accept)
- Monitoring Risk Triggers
- Risk Management Plan Template & Practice

Module 6: Team & Leadership in Projects

- Defining Roles and Responsibilities (RACI Matrix)
- Key Skills of an Effective Project Leader
- Team Dynamics: Stages of Team Formation
- Motivating & Influencing Teams
- Conflict Management in Project Teams
- Communication & Delegation Strategies

Module 7: Monitoring, Reporting & Control

- Project Monitoring vs Project Control
- Key Performance Indicators (KPIs) & Metrics
- Reporting Tools: Dashboards, Status Reports
- Managing Change Requests (Change Log Template)
- Version Control & Documentation
- Escalation Pathways and Threshold Management

Module 8: Project Closure & Lessons Learned

- Project Closure Checklist
- Deliverable Acceptance & Final Handover
- Celebrating Success: Stakeholder Recognition
- Post-Implementation Review (PIR)
- Capturing Lessons Learned • Archiving Project Documents & Reports

