



安讯教育与科技有限公司  
Axon Consultancy Sdn Bhd

# Introduction To Project Management

## TRAINING DETAILS

Duration : 1 Day

Training Hour : 9am to 12pm

## RECOMMENDED PARTICIPANTS:

- Beginners interested in project management, team leaders within organizations, entrepreneurs, or individuals currently managing project execution.



**Axon Consultancy Sdn. Bhd.**

(Co Reg no: 201701042497)

2-2, Plaza Usahawan Genting Kelang, Jalan Danau Naiga,  
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## Training Objectives

1. Understand the importance and fundamental concepts of project management
2. Master the five key process groups and essential knowledge areas of project management.
3. Use basic project management methodologies for practical project planning.

## Learning Outcomes:

By end of the session, the learners will be able to:

1. Describe what project management is and how it applies to their work.
2. List the five process groups of project management (Initiation, Planning, Execution, Monitoring, Closing)
3. Apply Traditional & Agile methodologies (e.g., Work Breakdown Structure, Gantt Chart, Scrum, Kanban) for project planning and thinking
4. Analyze the key factors that lead to success or failure in real-world project cases.



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## Learning Points

### Session 1 (40 mins)

Introduction – Icebreaker: The important of Project Management

Kickstart with an interactive warm-up that invites participants to share real work situations. This creates a sense of relevance and urgency for learning project management.

Icebreaker Questions:

What's a task or project at your workplace that often ends up delayed or messy?  
Why is learning project management important for your role or team?

Agenda, Training Objectives & Learning Outcomes

### Module 1: Introduction of Project Management

Introducing the core concept of project management, helping participants understand what a project is, why project management matters, and how the five basic phases provide structure to achieve better outcomes at work.

- What is a project?
- Why project management is important
- The 5 stages of the project life cycle

### Summary and Review from Module 1

1. Simple Question: What are the 5 stages of the project life cycle?
2. Thinking Question: Which stage do you think is most overlooked in your work environment? Why?
3. Connect to next module: What would change if your current project followed these 5 phases?

### Session 2 (60mins)

### Module 2: Project Life Cycle part 1- Initiation, Planning

Understanding the first two phases of a project—Initiation and Planning—by showing how to define clear goals, identify stakeholders, break down tasks, and set a realistic timeline to lay a strong foundation for successful execution.

Game: Mini Budget Planner Challenge

Practice setting a simple budget during the Planning phase (based on participants' industry to design)





## Module 2: Project Life Cycle part 2- Execution, Monitoring and control, Closing

Understanding how to effectively execute project plans, monitor progress, manage issues in real time, and close the project with proper delivery and reflection to ensure long-term value.

Game: Progress Tracker Game

Learn how to monitor project progress and adjust in real time.

### Summary and Review from Module 2

Open the floor to participants: ask questions to let them share.

1. Quick Recap Challenge: Can your team list all 5 project phases in order and explain 1 task from each?
2. Connection Question: How does the "Monitoring" phase help prevent delays or scope creep in your current tasks?

## Session 3 (100 mins)

### Module 3: Project Management Methodologies & Practice

Understanding common project management approaches—such as Waterfall and Agile—and applying practical tools like WBS, Gantt charts, and Kanban boards to plan and manage real-world tasks effectively.

Two major approaches:

- Waterfall (Traditional) - good for structured, sequential tasks
- Agile (Adaptive) - flexible for evolving scopes or fast-changing environment

Methodologies covered:

- Work Breakdown Structure (WBS) - for breaking big work into manageable parts
- Gantt Chart - for timeline and milestone planning
- Scrum Board / Kanban - for visual task tracking

Apply 1-2 tools to a simulated project

### Group Presentations & Feedback

1. Each group presents their project plan using one tool of their choice.
2. Peer feedback is given based on clarity, feasibility, and structure.





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#### Module 4: Case Study + Reflection

Apply to case studies with covering the module 1 to 3.

Case options: Failed event planning, late product launch, over-budget campaign

Activity: Analyze where things went wrong, and propose a revised project approach to identify 2-3 reasons the project failed and a suggested solution using what they learned by each group.

#### Challenging Question:

1. What caused the failure – and what would you do differently next time?
2. Which project management stage or tool would have helped?

#### Summary and Review from Module 3 & 4

Open the floor to the participants for open-ended sharing on key takeaways

"What's one big shift in mindset or method you'll bring back to your job after today?"

#### Session 4 (30mins)

#### Wrap-Up and Action Planning

Review of main points from participants, referring to Learning outcomes

Quick review: The 5 process groups, methodologies + case insights

Personal reflection: Summary and 3 key takeaways

Action Plan Worksheet: "In the next 7 days, I will..."



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## Yi Jing

### HRD Corp Accredited Trainer

Empowering SMEs to Transform Business Strategies into Practical, Team-Driven Action Plans

### Background

8+ years of cross-industry project management experience across Malaysia and Taiwan. Led 16 Equity Crowdfunding projects in Malaysia, raising RM27mil+ and managed Malaysia's largest ECF campaign – RM10mil in 4 days. Oversaw urban development projects including Affordable Housing & Urban Renewal.

### Specialization

Specializing in project management and team building training for SMEs. My sessions turn business goals into clear, actionable team strategies with practical tools and interactive methods.



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