

## Apply Project Management Skills (Blended) MF-COM-402C-1

Code: APMS

Duration: 32 Hours

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### Synopsis:

This module is developed to enable learners to acquire knowledge and skills to achieve successful completion of specific project goals and objectives by a specific time, within budget and according to specifications. It involves managing the phases of project life cycle that include initiating, planning, execution, controlling & monitoring and closing.

### Course Objective:

On completion of this module, learners will be able to apply, demonstrate and practice the knowledge and skills learnt on applying project management skills through classroom and practical sessions.

### Course Outline:

The knowledge and skills covered in this module include:

#### Skills:

- Define the scope of the project to be undertaken in consultation with stakeholders to meet the organisational needs or objectives
- Conduct feasibility analysis of undertaking the project and present to stakeholders for decision making
- Develop the project plan and provide estimates of the necessary human resources, time and cost using appropriate project management tools
- Execute the project implementation activities and control the resources to achieve the desired project goals or deliverables
- Review the milestones of the project and resolve any un-met goals or gaps when needed to meet the scope of the project defined
- Conclude the project in consultation with stakeholders and with complete project documentation

#### Knowledge:

- Purpose of project management
- Pros and cons of managing projects
- Project management processes
- Defining the scope of the project
- How to conduct feasibility analysis of undertaking the project
- Project selection methods

- Managing project risks
- How to manage the resources required to undertake the project
- Project management tools
- Negotiation skills
- Types of stakeholders

**For Whom:**

Suitable for Professionals, Managers and Executives (PMEs).

**Entry Requirements:**

Participants are assumed to:

- Have an in depth knowledge of their organisational products/services;
- Have presentation skills;
- Be proficient in using project scheduling software (e.g. Microsoft Project or equivalent);
- Be able to apply effective communication and leadership skills in leading and managing project members at a proficiency level equivalent to the Communication and Relationship Management under ESS;
- Be able to apply effective problem-solving and decision-making skills at a proficiency level equivalent to the Problem-solving and Decision Making Skills under ESS;
- Be able to listen, read and write English at a proficiency level equivalent to the Employability Skills System (ESS) level 8;
- Be able to manipulate numbers at a proficiency level equivalent to Employability Skills System (ESS) level 8.

**Training Medium:**

This module is conducted in English.

**Training Methodology:**

This module is delivered through e-learning, lectures, group discussions and case studies.

**Essential Requirement:**

Participants are required to bring their personal laptop for the work assignment.

**Assessment Methodology:**

The assessment is conducted through oral/written assessment, mini project or work assignment and presentation.

**Certification:**

An individual who completes a module will be awarded a Statement of Attainment (SOA).