



**UNIVERSITI KUALA LUMPUR**  
MALAYSIAN SPANISH INSTITUTE

(The contents and other related details in this form is used for publication purpose only. Training module will be given to participants upon registration)

<b>Course Title: PROJECT MANAGEMENT</b>	<b>Course Code</b> :	<b>ICT 108</b>
<b>Course Background/Summary:</b> <p>This course is designed to give the participants the exposure towards the rationale behind project management, which discuss the leading of project initiation and planning processes, providing a guideline on the components of a formal project plan. This module is divided into different parts; learning the basics, develop the project plan details, execute the project and control of the project. All parts are oriented to develop a project related to measuring and sequential systems. Designing and planning the necessary documentation for project definition and development of project schedules with sequential or continuous processes of limited number regulation loops and perform calculations, diagrams and planning chart required to exactly define this project by means of the use of the most adequate computer aids. A mix of demonstrations in MS Project, explanation of concepts on slide presentation or Whiteboards and case studies performed in MS Project to combine project management concepts with the use of the software.</p>		
<b>Course Objectives:</b> <ul style="list-style-type: none"><li>• Explain management tools for project management.</li><li>• Understand when and how to use critical project management tools such as the Gantt Chart, Network Diagram and Resource.</li><li>• Elaborate the information concerning written documentation and modification according to the proposed project.</li><li>• Develop or design a planning chart and documentation by using MS Project for planning, scheduling and tracking project progress.</li><li>• Track project progress and making project reports.</li></ul>		
<b>Target Audience:</b> <p>Executives in technical &amp; non-technical area, project managers, business, or system analysts, resource managers, business/ IT liaisons, project developers, manufacturing engineers, product engineers, network engineers, technicians, scientists, quality assurance personnel.</p>		
<b>Course Duration :</b>	<b>Min:3 days, Max:5 days</b>	

UniKL MSI can also customize existing short courses and develop new courses to meet your personal training needs and requirements. The course duration serves as a guideline for your reference.

Please forward enquiries to Centre for Advancement & Continuing Education (ACE), University Kuala Lumpur (Malaysian Spanish Institute), Kulim Hi-Tech Park, 09000 Kulim, Kedah or via fax to:04-4032539 or email to [syazrah@unikl.edu.my](mailto:syazrah@unikl.edu.my) or call 04-4035199 / 200 (ext:112 / 185)



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<b>Course Contents</b> :	
<b>No</b>	<b>TOPICS</b>
1.	Overview of Project : Definition, Project Elements,Project Characteristic,Project Risks,Types of Project
2.	Project Management: Definition, Project Management Elements
3.	Project Development Software: Relation between Project Mgmt and MS Project,Getting Oriented in MS Project,Setting Up the Project,Defining Project Scope,Case Study – Defining Project Scope
4.	Creating a Work Breakdown Structure: Outline Task, Link Dependent Task, Modifying Task Relationships, Network Diagram, Case Study – Building a Network Diagram
5.	Create Resources: Create a Resources Calendar, Assigning Resources, Assign Additional Resource to a Task, Resolve Resource Conflicts, Case Study – Assigning Resources
6.	Tracking Progress:Overview of Critical Path, Setting a Baseline, Recording Actual Work, Display Project Summary Information, Case Study – Evaluating the Schedule
7.	Inter – Operation with Other Application: Sharing with Other MS Office Program , Publish to Web Site
<b>COURSE STRUCTURE:</b>	
Practical :	80%
Theory / Lab Works :	20%

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