

## LEARNING OUTCOME

COURSE	PARTICIPANTS WILL:
1. PROJECT MANAGEMENT FUNDAMENTAL	<ul style="list-style-type: none"><li>Properly initiate project and manage stakeholders expectations to secure project success</li><li>Plan and organize projects effectively in terms of scope, time and risk</li></ul>
2. PROJECT MANAGEMENT PRACTITIONER	<ul style="list-style-type: none"><li>Properly initiate and manage project to secure project success</li><li>Plan, organize and monitor projects effectively within time and budget</li><li>Be able to apply project management software to manage projects</li></ul>
3. PROJECT STAKEHOLDER & COMMUNICATION MANAGEMENT	<ul style="list-style-type: none"><li>Communicate and manage stakeholders expectations effectively</li><li>Motivate, negotiate and persuade stakeholders to the designated resolution</li></ul>
4. PROJECT MANAGEMENT PROFESSIONAL	<ul style="list-style-type: none"><li>Setup projects and customize the proper methodologies to meet project size and complexity</li><li>Plan, organize and monitor projects effectively with all 10 Project Management Body of Knowledge (PMBOK®) in order to deliver quality systems within time and budget</li><li>Evaluate projects from the business point of view</li></ul>
5. PROJECT MANAGEMENT OFFICE	<ul style="list-style-type: none"><li>Understand the PMO value, benefits and stakeholders expectation</li><li>Understand the characteristics, responsibilities, functions, challenge and success criteria</li><li>Learn how to implement a PMO in an organization</li><li>Learn how to manage multiple projects effectively</li><li>Learn how to support and monitor projects in order to drive more success for project delivery</li></ul>
6. PMP® EXAM PREPARATION	<ul style="list-style-type: none"><li>Increase the familiarity with project management terminology, definitions, and processes aligned to PMBOK® by PMI®</li><li>Understand the nature of projects, the knowledge, and management functions</li><li>Apply project management tools and techniques</li><li>Prepare to take the PMP® examination</li></ul>

## FACILITATOR PROFILE

### Arintra Punyayuttakan *Facilitator, Consultant, Lecturer*

She has been working in the IT industry for over 12 years specialized in software development, software project management and project management office. She is a lecturer of the Master Degree of Science Program, Graduate School of Management and Innovation, King Mongkut's University of Technology Thonburi, a guest lecturer of King Mongkut's University of Technology North Bangkok. She was a speaker at ProMAC Symposium 2009, Thailand and also PMI Thailand Monthly Meeting in 2010 and 2014

She is a facilitator of Project Management training courses and consulting for government and private organizations such as: Mahanakorn University of Technology, Provincial Electricity Authority (PEA), PTT ICT, TOT, Smart Group, Bank of Ayudhaya, DTAC, True ICT, Betagro, NXP Semiconductors, Fujitsu (Thailand), Mead Johnson (Thailand)



#### Professional Certifications

- Project Management Professional (PMP), Project Management Institute (PMI)
- CSPM, CSQA, CSTE, Quality Assurance Institute (QAI)
- Microsoft Certified Technology Specialist (Microsoft Office Project)

#### Education

- B.Eng. (Electrical Engineering), Chulalongkorn University
- M.S. (Project Management) King Mongkut's University of Technology Thonburi

For more information, please contact us:

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# PRACTICAL PROJECT MANAGEMENT SERIES



# PRACTICAL PROJECT MANAGEMENT SERIES

Managing projects requires more than technical knowledge and experience. It also demands a firm understanding of the practical nature and problems of the projects, the ability to apply effective methods, tools and techniques to facilitate the management task, and good team-building skills.

The series is intended for professional project managers or individuals who would like to learn the project management best practices and key knowledge areas in order to customize them to large-scale and complex projects, including with multiple projects. In addition, they will enhance project performance, decrease error correction and secure project objectives under risks.

It covers project management body of knowledge and essential skills such as structuring organization to support 'Management by Projects', managing stakeholder expectation, risk management, team building and establishing project management office. The powerful project management software application is also introduced to participants.

## PROGRAM ROADMAP

Introduction to Project Management	<b>PROJECT MANAGEMENT FUNDAMENTAL</b> 2 Days
Project Charter	
Project Stakeholder Management	
Project Scope Management	
Project Risk Management	
Project Cost Management	<b>PROJECT MANAGEMENT PRACTITIONER</b> 3 Days
Project Management Application	
Project Stakeholder Management	
Project Communication Management	<b>PROJECT STAKEHOLDER &amp; COMMUNICATION MANAGEMENT</b> 4 Days
Project Human Resource Management	
Power, Influence & Persuasion	
Project Change Management	<b>PROJECT MANAGEMENT PROFESSIONAL</b> 6 Days
Project Quality Management	
Project Procurement Management	
Project Lesson Learned	
Project Presentation	
Project Management Office	<b>PROJECT MANAGEMENT OFFICE</b> 3 Days
Project Management Professional (PMP®) Exam Preparation	<b>PMP® EXAM PREPARATION</b> 5 Days

## 1. PROJECT MANAGEMENT FUNDAMENTAL

The course focuses to hand on project managers the project management globally recognized best practices in initiating and planning processes.

Participants will learn and practice skills how to secure project since project initiating, managing stakeholder expectation, scope management, which activities should be focused to ensure on-time project delivery, and planning, risk management.

## 2. PROJECT MANAGEMENT PRACTITIONER

The course is intended to hand on the project management globally recognized best practices for project managers so as to customize the practices to fit with their real-life situation, increase efficiency and effectiveness and be able to manage projects to achieve objectives under constraints and risks.

The essential project management body of knowledge and skills delivered in this course are how to initiate project effectively, manage stakeholder expectation, scope management and plan risk management, budget management, monitoring and controlling and project management software application.

## 3. PROJECT STAKEHOLDER & COMMUNICATION MANAGEMENT

The course is intended for the project managers who would like to increase their knowledge and improve their communication skills. It covers the body of knowledge and skills in managing stakeholder expectations, how to communicate effectively and select the right methods for the individual persons, review meeting, team building, motivation, negotiation and persuasion, confliction management, including with leadership consideration.

## 4. PROJECT MANAGEMENT PROFESSIONALS

The course is intended for professional project managers or individuals who would like to learn the project management best practices and key knowledge areas in order to customize them to large-scale and complex projects, including with multiple projects. In addition, they will enhance project performance, decrease error correction and secure project objectives under risks.

Participants will learn and practice skills in all 10 Project Management Knowledge Areas required for projects.

## 5. PROJECT MANAGEMENT OFFICE

Today, managing project is more complicated and faces challenges with constraints limiting the project success. Organizations have instituted project management to drive successful implementation of projects. Establishing an entity called Project management office (PMO) is one of the important practiced features to support project managers, coordinate, centralize organizational project management and standardize tools, templates, procedures, and methodology for consistencies and efficiency.

The course is intended for the management who would like to re-structure their organization to support the strategy of management by project, project managers who manage multiple projects concurrently or the individuals interested in getting best practices in setting up and managing the project management office as a center of project excellence.

## 6. PROJECT MANAGEMENT PROFESSIONAL (PMP®) EXAM PREPARATION

This course covers Project Management Body of Knowledge (PMBOK 5th Edition) and the related areas that could be beneficial to practice and professional development.

The main objective of the course is to intensively cover Project Management foundational concepts, processes and key knowledge areas necessary for professional development and prepare to take professional exam for getting PMP Certification.

**“Of all the things I've done, the most vital is coordinating those who work with me and aiming their efforts at a certain goal”**

**Walt Disney,**  
*Cartoonist, Innovator and Co-founded of The Walt Disney Company*