Project &Quality Management · PQ373

Project Coordination and Effective Management

Kuala Lumpur · 21 - 25 Dec 2026

Date	Venue	Duration
21 - 25 Dec 2026	**Kuala Lumpur**	**1 Week**
Fee	Ref	Language
£5,000 GBP	**PQ373**	**English**

Introduction

According to the Project Management Association (UK), project management is the application of processes, methods, skills, knowledge, and experience to achieve specific project objectives in accordance with agreed acceptance criteria within defined parameters.

One of the key factors that distinguishes project management from general “management” is that it has a final deliverable and a finite time span—unlike ongoing operations management. Because of this, a project professional requires a wide range of skills: technical expertise, people management capabilities, and strong business awareness.

This training course enables participants to:

- Understand and practice effective methods of project coordination to ensure successful completion and timely delivery.
- Learn what it takes to become a successful and effective project coordinator.
- Avoid common obstacles and issues faced in project management.
- Proactively identify project requirements based on business objectives.
- Select, manage, and lead project teams effectively.
- Plan and control projects successfully.
- Coordinate and integrate projects, people, suppliers, and stakeholders effectively.

Course Objectives

By the end of this course, participants will be able to:

- Select, develop, and manage human resources effectively.
- Gain knowledge of key techniques for project planning and control.
- Establish efficient systems for monitoring and controlling performance.
- Identify and integrate end-user requirements into a structured project methodology.
- Learn how to manage project documentation and reporting.
- Identify potential risks, mitigate uncertainties, and manage risks effectively.

Methodology

This program primarily relies on participatory and interactive learning methods, including:

- Structured discussions and group work
- Brainstorming sessions and case studies
- Role-playing and practical simulations
- Engaging training games that relieve stress and encourage active participation

The approach combines training and consulting, where instructors support participants in directly and personally contributing to the development of management and leadership capabilities within their organizations.

Organizational Impact

Employees attending this training will help their organization achieve the following benefits:

- Improved project productivity
- Enhanced team communication
- Reduced risks
- Greater achievement of organizational goals

Personal Impact

Participants will gain significant personal benefits, including:

- Increased productivity and efficiency
- Improved quality of work
- Reduced costs
- Enhanced collaboration and engagement
- Greater confidence and self-assurance
- Improved planning and prioritization skills

Target Audience

This course is suitable for a wide range of professionals but will be particularly beneficial for:

- Project planners and coordinators
- Project managers
- Professionals involved in project operations
- Senior project control and business services professionals responsible for scheduling, costing, and monitoring project performance for clients and contractors

Course Outline

Day 1

Foundations of Project Management

- Introduction to Project Management and the Project Lifecycle

- Roles and Responsibilities of the Project Manager
- Project Management Process Groups (Initiating, Planning, Executing, Monitoring & Closing)
- Organizational Structures and Their Impact on Projects
- Project Integration Management and Project Charter Development
- Overview of Scope, Schedule, Cost, and Risk Management

Day 2

Project Planning and Team Management

- Defining Project Objectives and Scope
- Work Breakdown Structure (WBS) and Project Planning Techniques
- Stakeholder Identification and Communication Management
- Human Resource Management and Team Development
- Motivation and Leadership in Project Teams
- Developing Project Schedules and Resource Planning

Day 3

Project Performance, Risk, and Quality Management

- Project Scheduling and Critical Path Concepts
- Project Cost Management and Performance Measurement (EVM Basics)
- Monitoring and Controlling Project Progress
- Risk Identification, Assessment, and Response Planning
- Quality Management and Continuous Improvement
- Project Reporting, Lessons Learned, and Project Closure

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