

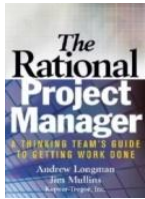


# PROJECT MANAGEMENT

*Organize people, thinking and actions*

## BENEFITS

- Software doesn't manage projects, people do!  
 Improve your project results with a logical process that is easy to learn and apply
- Gain commitment to goals
  - Organize work
  - Manage and motivate people
  - Set attainable schedules
  - Prepare for risks
  - Keep projects under control
  - Learn from every project



Participants will receive Kepner-Tregoe's book, *The Rational Project Manager*



21 Professional Development Units (PDUs)

## WORKSHOP DESCRIPTION

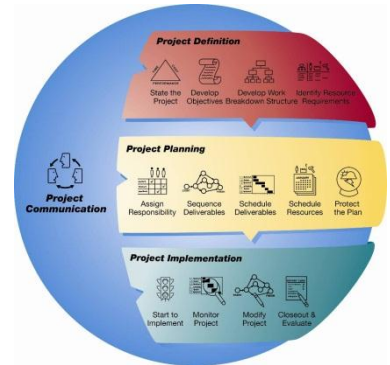
KT Project Management workshop provides you with capabilities that you can immediately apply to enhance your project work. In the classroom, certified instructors teach you project management concepts and tools, and help you use them in a way that eases transition from the classroom to your projects. A realistic, hands-on approach helps you use the KT approach for defining, planning, and implementing a project you manage (or contribute to at work) during class.

## WHO SHOULD ATTEND

Appropriate for project managers and team members working on projects ranging from office move, product launch to plant shutdowns. Bring your project team and prepare for your next project, or get a project back on track.

## WHAT YOU WILL LEARN

KT Project Management has four distinct areas of focus, each designed to address a specific aspect of project management while combining to form a comprehensive methodology.



*Please see overleaf for detailed description*

"KT Project management has provided us with a framework for achieving the successful delivery of project objectives, improving PM as a core competency in CEVA, and has enabled strong progress in achieving expected benefits from our Asia Pacific strategy"

Walter Kuijpers  
 Director, PMO - AP Strategy, CEVA Asia Pacific

## 2013 Schedule

Jan. 30 - Feb. 1, 2013	Singapore
Feb. 26 - Feb. 28, 2013	Kuala Lumpur
Mar. 12 - Mar. 14, 2013	Taipei
Mar. 19 - Mar. 21, 2013	Penang
Mar. 26 - Mar. 28, 2013	Shanghai
Apr. 9 - Apr. 11, 2013	Shenzhen
Apr. 23 - Apr. 25, 2013	Johor Bahru
May. 8 - May. 10, 2013	Singapore

May. 14 - May. 16, 2013	Kuala Lumpur
May. 28 - May. 30, 2013	Hong Kong
Jun. 18 - Jun. 20, 2013	Beijing
Jul. 2 - Jul. 4, 2013	Kuala Lumpur
Aug. 6 - Aug. 8, 2013	Shanghai
Aug. 21 - Aug. 23, 2013	Singapore
Sep. 3 - Sep. 5, 2013	Shenzhen

Sep. 24 - Sep. 26, 2013	Penang
Sep. 25 - Sep. 27, 2013	Kuala Lumpur
Nov. 5 - Nov. 7, 2013	Taipei
Nov. 13 - Nov. 15, 2013	Singapore
Nov. 19 - Nov. 21, 2013	Hong Kong
Nov. 19 - Nov. 21, 2013	Johor Bahru
Dec. 10 - Dec. 12, 2013	Beijing

Workshop Hours are 9:00 am to 5:30 pm

Dress code is business casual



REGISTER ONLINE AT [WWW.KEPNER-TREGOE.COM/WORKSHOPS](http://WWW.KEPNER-TREGOE.COM/WORKSHOPS)

Singapore +65 62566492  
[kt-singapore@kepner-tregoe.com](mailto:kt-singapore@kepner-tregoe.com)

Malaysia +60 3 76609128  
[kt-malaysia@kepner-tregoe.com](mailto:kt-malaysia@kepner-tregoe.com)

China / HK +86 138 26174428  
[kt-hongkong@kepner-tregoe.com](mailto:kt-hongkong@kepner-tregoe.com)

# Begin using a simple and scalable process that ensures project results!

## WHAT YOU WILL LEARN

KT Project Management has four distinct processes, each designed to address a specific aspect of project management while combining to form a comprehensive and effective methodology

PROJECT DEFINITION	PROJECT PLANNING	PROJECT IMPLEMENTATION	PROJECT COMMUNICATIONS
<p>Conceive projects that will gain commitment and succeed</p> <p><b>What it is</b> Before any planning or project activity, appraise the need for the project and clarify timing, cost and performance parameters</p> <p><b>What Participants will learn:</b></p> <ul style="list-style-type: none"> <li>• Develop a project statement that defines the project boundaries of time, cost and results</li> <li>• Develop objectives that will guide almost every decision made throughout the project</li> <li>• Define project outputs and the best way to manage the work</li> <li>• Estimate resource requirements and project budget</li> <li>• Build commitment to project success among sponsors, customers and team members</li> </ul>	<p>Organize work and people for success</p> <p><b>What it is</b> Plans may change but planning is indispensable. Identify who will do what and when in a clear plan that all stakeholders can get behind</p> <p><b>What Participants will learn:</b></p> <ul style="list-style-type: none"> <li>• Create a simple and clear communication tool to ensure everybody knows what their role is in the project</li> <li>• Sequence and schedule work to reliably set and meet project deadlines using classic techniques</li> <li>• Build commitments needed to secure resources throughout the project</li> <li>• Optimize use of available resources</li> <li>• Prepare for risks and opportunities to avoid surprises that can take the project off plan</li> </ul>	<p>Control projects, respond to the unexpected and keep budget and schedules under control while ensuring the project meets the goal</p> <p><b>What it is</b> Active management of the project plan is critical to deliver the intended value</p> <p><b>What Participants will learn:</b></p> <ul style="list-style-type: none"> <li>• Avoid common pitfalls of getting projects started</li> <li>• Develop effective reporting to compare project progress to expectations</li> <li>• React to the unexpected while maintaining control of the project schedule, budget and goals</li> <li>• Evaluate projects thoroughly and openly for completeness and effectiveness</li> <li>• Use lessons learnt to build new capabilities and spot new project opportunities</li> </ul>	<p>Maintain relationships, build teamwork and manage performance throughout the project</p> <p><b>What it is</b> This is about working with people to get the job done. Are skills matched to the tasks? Are expectations clearly communicated? Is everyone properly motivated? What coaching and feedback will you give your team? How effectively are you communicating with customers and stakeholders to keep the level of enthusiasm high?</p> <p><b>What Participants will learn:</b></p> <ul style="list-style-type: none"> <li>• Ask the right questions to gather, clarify and confirm project information</li> <li>• Set expectations and coach for top performance</li> <li>• Align and support high performing team using a process approach</li> <li>• Make the best use of project meetings</li> </ul>

## Results

A listed Singapore property developer applied KT project management process in the construction of the mixed development comprising of a mall, hotel-cum-serviced apartments and a condominium. The savings for the project totalled close to 1 million dollars. Significant improvements included:

- Reduced construction delay by 57 days
- Shortened Concrete Body Plan (CBP) processing time by 72%
- Achieved 100% compliance during 1st CONQUAS inspection of M&E works