



Project Coordination and Effective Management

Singapore -

07-12-2026

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Course code: PQ373 From: 07-12-2026 Venue: Singapore - Course Fees: 5250 £

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

Introduction to Project Management

- What is a project?
- Definition and role of the project manager
- Overview of project management principles
- Organizational process assets
- Enterprise environmental factors
- Program and project management differences
- Portfolio and program management
- Closing process group
- Planning process group
- Project management processes
- Execution process group
- Initiating process group
- Functional organization structures
- Effects of organizational structure on projects
- Project integration management
- Developing the project charter

Day 2

Project Scope and Human Resources

- Key project objectives
- Defining and controlling project scope
- Scope statement and verification
- Understanding project scope management
- Maslow's hierarchy of needs and team motivation
- Defining and developing project teams
- Human resource management in projects
- Team development mechanisms
- Communication loop and team-building stages
- Stakeholder analysis
- Work Breakdown Structure (WBS)

Day 3

Project Scheduling and Time Management

- Schedule compression and control
- Project network diagrams
- Project selection techniques
- Internal rate of return (IRR)
- Activity definition and listing
- Developing and managing project schedules
- Applying lead and lag techniques
- Activity resource estimation
- Identifying dependencies
- Benefit-cost ratio and reserve analysis
- Critical Path Method (CPM)
- Estimating activity duration
- Fundamentals of project time management
- Payback period
- Precedence diagramming method

Day 4

Project Cost and Performance Management

- Cost variance (CV) and schedule variance (SV)
- Project completion and reporting
- Key earned value management terms
- Estimate at completion (EAC) and estimate to complete (ETC)
- Performance trend charts
- Cost Performance Index (CPI) and Schedule Performance Index (SPI)
- Earned Value (EV) and cost control integration
- Time-cost integration
- Project status reporting

Day 5

Risk and Quality Management

- Understanding project risks
- Risk management model and contingency planning
- Identifying risks and expected monetary value (EMV)
- Risk management process and response strategies
- Introduction to project quality management
- Quality planning and control
- Trend charts and control charts
- Cause-and-effect diagrams
- Quality assurance and performance monitoring