



安讯教育与科技有限公司
Axon Consultancy Sdn Bhd

Introduction To Project Management



RECOMMENDED PARTICIPANTS:

- Beginners interested in project management
- Team leaders within organizations
- Entrepreneurs, or individuals currently managing project execution.

Training Duration : 1 Day



Axon Consultancy Sdn. Bhd.

(Co Reg no: 201701042497)

2-2, Plaza Usahawan Genting Kelang, Jalan Danau Naiga,
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Training Objectives

1. Understand the importance and fundamental concepts of project management
2. Master the five key process groups and essential knowledge areas of project management.
3. Use basic project management methodologies for practical project planning.

Learning Outcomes:

By end of the session, the learners will be able to:

1. Describe what project management is and how it applies to their work.
2. List the five process groups of project management (Initiation, Planning, Execution, Monitoring, Closing)
3. Apply Traditional & Agile methodologies (e.g., Work Breakdown Structure, Gantt Chart, Scrum, Kanban) for project planning and thinking
4. Analyze the key factors that lead to success or failure in real-world project cases.





COURSE CONTENTS

Session 1

Introduction – Icebreaker: The important of Project Management

Kickstart with an interactive warm-up that invites participants to share real work situations. This creates a sense of relevance and urgency for learning project management.

Icebreaker Questions:

- What's a task or project at your workplace that often ends up delayed or messy?
- Why is learning project management important for your role or team?

Agenda, Training Objectives & Learning Outcomes

Module 1: Introduction of Project Management

Introducing the core concept of project management, helping participants understand what a project is, why project management matters, and how the five basic phases provide structure to achieve better outcomes at work.

- What is a project?
- Why project management is important
- The 5 stages of the project life cycle

Summary and Review from Module 1

1. Simple Question: What are the 5 stages of the project life cycle?
2. Thinking Question: Which stage do you think is most overlooked in your work environment? Why?
3. Connect to next module: What would change if your current project followed these 5 phases?





Session 2

Module 2: Project Life Cycle part 1- Initiation, Planning

Understanding the first two phases of a project—Initiation and Planning—by showing how to define clear goals, identify stakeholders, break down tasks, and set a realistic timeline to lay a strong foundation for successful execution.

Game: Mini Budget Planner Challenge

Practice setting a simple budget during the Planning phase (based on participants' industry to design)

Module 2: Project Life Cycle part 2- Execution, Monitoring and control, Closing

Understanding how to effectively execute project plans, monitor progress, manage issues in real time, and close the project with proper delivery and reflection to ensure long-term value.

Game: Progress Tracker Game

Learn how to monitor project progress and adjust in real time.

Summary and Review from Module 2

Open the floor to participants: ask questions to let them share.

1. Quick Recap Challenge: Can your team list all 5 project phases in order and explain 1 task from each?
2. Connection Question: How does the “Monitoring” phase help prevent delays or scope creep in your current tasks?





Session 3

Module 3: Project Management Methodologies & Practice

Understanding common project management approaches—such as Waterfall and Agile—and applying practical tools like WBS, Gantt charts, and Kanban boards to plan and manage real-world tasks effectively.

Two major approaches:

Waterfall (Traditional) – good for structured, sequential tasks

Agile (Adaptive) – flexible for evolving scopes or fast-changing environment

Methodologies covered:

Work Breakdown Structure (WBS) – for breaking big work into manageable parts

Gantt Chart – for timeline and milestone planning

Scrum Board / Kanban – for visual task tracking

Apply 1–2 tools to a simulated project

Group Presentations & Feedback

Each group presents their project plan using one tool of their choice.

Peer feedback is given based on clarity, feasibility, and structure.

Module 4: Case Study + Reflection

Apply to case studies with covering the module 1 to 3.

Case options: Failed event planning, late product launch, over-budget campaign

Activity: Analyze where things went wrong, and propose a revised project approach to identify 2–3 reasons the project failed and a suggested solution using what they learned by each group.

Challenging Question:

What caused the failure — and what would you do differently next time?

Which project management stage or tool would have helped?

Summary and Review from Module 3 &4

Open the floor to the participants for open-ended sharing on key takeaways

“What’s one big shift in mindset or method you’ll bring back to your job after today?”





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Trainer Portfolio: Ong Yi Jing HRDC Accredited Trainer |Project Management & Team Development Trainer |Business Growth Consultant

With over 8 years of cross-industry project management experience across Malaysia and Taiwan. Her professional journey spans urban development, equity crowdfunding, and SME consulting, giving her a well-rounded understanding of both strategic planning and on-the-ground execution.

Having led 16 Equity Crowdfunding projects in Malaysia, raising over RM27 million — including Malaysia's largest ECF campaign of RM10 million achieved in just 4 days — she brings a results-oriented mindset and data-driven approach to every training session. Her previous work in urban planning, consulting, and business development further strengthens her ability to connect project management principles to real business challenges.

Today, she specializes in helping SMEs and project teams turn business goals into clear, actionable strategies through practical project management tools, interactive activities, and experiential learning.

Background

Training Topics

1. Turning Goals into Projects: Practical Project Management
2. A.I. in Project Management
3. Team Collaboration Management: Practical Skills in Communication, Task Ownership & Execution
4. Team Building: Execution Bootcamp- From Talk to Action
5. Team Building: Building Team Alignment and Empowerment
6. Making Strategy Work: Understanding Your Business with the Business Model Canvas

Training Philosophy

“Smart, Simple & Real – Training That Teams Actually Use.”

Every session is designed to be **practical, engaging, and pressure-free**, helping participants master concepts they can immediately apply in their workplace.



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