Skill-Lyft
Empowering Skills, Elevating Careers

Mastering Strategic Project Management

29 – 30 April 2025
The Majestic Hotel Kuala Lumpur,
Autograph Collection

PROJECT

CREATIVE MOVEMENT

Colin Millward MBA, PMP, CRP, CSM, A-CSPO
Project Management Trainer

HRD Corp Claimable Course (SBL-KHAS) Scheme
Employer-Specific Course

COURSE Lead Trainer

Colin Millward MBA, PMP, CRP, CSM, A-CSPO
Project Management Trainer

Colin Millward's career spans more than 36 years running complex international enterprise systems projects in Europe, the United States, and Asia-Pacific for organizations in many business areas, demonstrating leadership, cross-cultural skills, and the delivery of quantifiable business value.

Since forming Knight Griffin Pte. Ltd. in 2003 he has delivered management consulting and corporate training to dozens of organizations from small enterprises through corporations to governments.

Today, Colin engages clients with his unique combination of knowledge, experience, and energy – plus some gentle humor – to organizations up and down the Asia-Pacific region.

Colin gained his Project Management Professional accreditation in 2005. He holds an MBA from Pennsylvania and is a Certified ROI Professional (CRP) by the ROI Institute. Colin is also a Certified Scrum Master (CSM), and an Advanced Certified Product Owner (A-CSPO) with Scrum Alliance.

He has additionally been certified as a PMP® Project Management Trainer by the Project Management Institute (PMI). Colin is also Principal Mediator with the Singapore Mediation Centre, where he applies his skills to court-appointed mediations to resolve complex business disputes.

COURSE Overview

Effective project management isn't just about completing tasks—it's about seamlessly coordinating people, processes, and progress to deliver impactful results. This practical two-day training course is designed to equip participants with the essential skills to successfully plan, manage, and execute the projects. Whether you're new to project management or looking to refine your approach, this course covers both traditional and Agile project management methodologies, providing practical insights into managing projects from start to finish.

Throughout the course, you'll gain expertise in managing projects using both Waterfall and Agile, as well as hybrid approaches. You will also be learning how to plan, coordinate, and execute projects effectively. Through six comprehensive modules, participants will actively engage in applying their learning to real-world scenarios, developing skills in defining project objectives, managing stakeholders, predictive project planning, handling risks, and communicating effectively with teams and senior management.

By the end of the course, you'll be prepared to confidently structure and lead projects, measure key metrics, and present compelling business cases, ensuring success across every phase of the project cycle. Whether you are looking to implement Agile techniques or enhance your Waterfall skills, this course provides the practical experience and knowledge to master project dynamics and drive project success.

COURSE **Objectives**

By the end of this workshop, delegates will be able to:

1. Master Waterfall, Agile, and hybrid methodologies to expertly plan, manage, and deliver complex projects with precision.

2. Set clear, actionable goals, develop robust project plans, and seamlessly manage resources, risks, and stakeholder expectations to ensure project excellence.

3. Strengthen your leadership and communication abilities to inspire teams, drive collaboration, and foster stakeholder engagement at every project stage.

4. Proactively identify and manage risks while crafting compelling business cases that influence decision-makers and drive project success.

BENEFITS **to the Company**

1. Enhanced ability to execute projects on time, within budget, and to the desired quality, boosting overall project success rates.

2. Streamlined project planning and execution processes, reducing delays and minimizing resource wastage.

3. Equipped leaders and teams to work more cohesively, improving communication and driving higher performance.

4. Improved ability to identify, assess, and mitigate risks, minimizing disruptions and ensuring smoother project progression.

5. Empowered project managers to present clear business cases and make strategic recommendations, influencing better organizational decisions.

Module 1: What Projects are all About

The lifecycle of a project, and how to plan and run it. Methods such as Waterfall, Critical Path & Chain, Agile and Scrum, DevOps, Kanban etc. Scope, Cost, Time, Quality and other constraints. The Project Charter and the Scope Statement.

Exercise 1 – Outlining your Project

Module 2: Objectives, Deliverables and Stakeholders

How your organization affects your ability to manage a project. Who your stakeholders are. How to map, plan, handle and balance stakeholder interests. Fixing your project objectives and the mechanism that starts any project.

Exercise 2 – The Lay of the Land

Module 3: Predictive Project Planning and Management

Planning the project to measure baselines and other vital measures. Cost & time estimation tools to analyze project work, forecasting, change control. Analysis of dependencies and the production of a project schedule.

Exercise 3 – From the Big Picture to the Details

Event Schedule

08:30 – 09:00
Registration, Refreshments

09:00 – 10:30
Learning & Development

10:30 – 11:00
Refreshments, Networking

11:00 – 13:00
Learning & Development

13:00 – 14:00
Lunch Break, Networking

14:00 – 15:30
Learning & Development

15:30 – 16:00
Refreshments, Networking

16:00 – 17:00
Learning & Development

All modules will be delivered across Day 1 and Day 2. However, the trainer may adjust the sequence, modify content, or emphasize specific topics based on the delegates' skills and experience.

COURSE Agenda – Day 2

Module 4: Agile Project Planning and Management

Roles of product owner and scrum master. Producing and sequencing product backlog. Facilitated meetings, relative estimation. The Sprint backlog, Sprints, reviews, getting to MVP and MBI.

Exercise 4 – Planning your Sub-Projects

Module 5: Keeping it Stable

Definition of risk. Qualitative & quantitative analysis, risk matrices, registers, mitigation and contingency. Producing a viable communications plan to incorporate stakeholders needs. Project communication skills: Kick-off and other meetings.

Exercise 5 – Handling Risks and Issues

Module 6: Leading and Communicating

Producing a communications plan. What motivates people. Techniques to lead and motivate your project team, the group and other stakeholders.

Exercise 6 – Presenting your Business Case

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Refreshments, Networking

16:00 – 17:00
Learning & Development

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WHO Should Attend

This course has been well-prepared for professionals who are interested in enhancing their project management skills and knowledge, including but not limited to:

- Project Managers
- Team Leaders and Supervisors
- Aspiring Project Managers
- Operations and Program Managers
- Stakeholders and Executives
- Department Heads
- Senior Managers
- Product Managers
- Business Analysts
- Risk Managers
- HR Managers involved in project-based work
- Consultants working with clients on projects
- IT Managers and Team Leads
- Marketing Managers overseeing projects
- Engineers managing project timelines
- Financial Analysts working on project budgets
- Change Managers
- Supply Chain Managers involved in project execution

Here are some industries that could benefit from joining this course:

- Information Technology (IT)
- Construction
- Healthcare and Pharmaceuticals
- Financial Services and Banking
- Manufacturing
- Energy and Utilities
- Telecommunications
- Retail and E-commerce
- Engineering
- Aerospace and Defence
- Government and Public Sector
- Consulting Services
- Education and Training
- Media and Entertainment
- Logistics and Supply Chain
- Hospitality and Tourism
- Real Estate
- Automotive
- Marketing and Advertising
- Non-profit and NGOs

Empowering Skills, Elevating Careers

Skill Lyft (M) Sdn. Bhd. is a registered Training Provider under Human Resource Development Corporation (HRD Corp).

For more information / enquiries, please contact:

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Skill·Lyft

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Early Bird Registration 17 Feb – 28 Mar 2025	RM3,699 / pax
Regular Registration 29 Mar – 15 Apr 2025	RM4,299 / pax
Group Registration 29 Mar – 15 Apr 2025	RM3,899 / pax

* Above fees are per delegate & inclusive of 8% SST.
* Group registration is only for 3 delegates and above.
* Maximum HRD Corp claimable amount is RM1,750/pax/day for Employer-Specific Course.

HRD Corp Claimable Course (SBL-KHAS) Scheme
Employer-Specific Course, No. : 10001505393

☐ Please tick (√) the box if you are applying for HRD Corp grant.

ORGANISATION INFORMATION

Name

Address

Postcode

Email

Phone

DELEGATE INFORMATION

Please tick (√) below box if you have more than 3 delegates.
☐ Yes, please refer to the additional copy of this registration form.

Name
Designation
Department
Email
Mobile No.
Dietary Concerns: Vegetarian
Allergies

Name
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Dietary Concerns: Vegetarian
Allergies

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Dietary Concerns: Vegetarian
Allergies

FASTEST WAY TO REGISTER

1. Complete the Workshop Series Registration Form
2. Kindly email it to us at registration@skill-lyft.com

PAYMENT METHOD

Online Banking / Bank Transfer

Hong Leong Islamic Bank Berhad
Bank Address : No. 5, Jalan P16, Presint 16, 62150 Putrajaya, Wilayah Persekutuan Putrajaya, MALAYSIA
Account Name : Skill Lyft (M) Sdn. Bhd.
Account No. : 363-01-08956-6
Swift Code / BIC : HLIBMYKL

TERMS & CONDITIONS

1. Replacement Policy
Delegates may request a replacement at no additional cost, provided Skill-Lyft is notified at least three (3) working days before the event.

2. Cancellation Policy
All cancellations must be submitted in writing via email to Skill-Lyft. The following charges apply based on the time of cancellation:
• More than 15 working days before the event: Full refund with no charges.
• 8 to 14 working days before the event: 50% of the registration fee will be charged.
• Within 7 working days before the event: 100% of the registration fee will be charged.

3. No-Show Policy
Delegates who do not attend the event will be charged the full registration fee.

4. Skill-Lyft's Rights
Skill-Lyft reserves the right to cancel or reschedule events. Delegates will be informed promptly of any changes. Please note that Skill-Lyft will not be responsible for airfare, hotel accommodations, or other travel-related expenses incurred by delegates.

5. HRD Corp Grant
If the approved HRD Corp grant amount is less than the course fee, the company will be invoiced for the difference.

6. Invoice & Payment Policy
All invoices must be settled within 14 days of the invoice date or at least one (1) working day before the event, whichever comes first. Delegates will not be allowed entry to the course if payment has not been received.

7. Data Privacy
Skill-Lyft (M) Sdn Bhd acts as the data controller for this information. Your details will be stored in our database and used to fulfill our legitimate interests in event administration.

AUTHORISATION & INVOICE

Signatory must be authorised to sign on behalf of the organisation.

Name
Designation
Email
Phone
Signature

By signing, I hereby acknowledge that I have thoroughly read and fully understand the Terms & Conditions stated in this registration form.

Invoice should be directed to:

Name
Designation
Email
Phone

* Skill Lyft (M) Sdn Bhd acts as the data controller for this information.
Your details will be stored in our database and will be used to fulfill our legitimate interests in event administration.

Skill·Lyft
FOR OFFICE USE

Course Coordinator	
Course Code	WS2505
Date Received	

Workshop Series Registration Form   Version 2.0 Jan 2025