

GMS WSQ: Apply Project Management Skills (MF-COM-402C-1)

*Participants will be awarded the **Statement of Attainment** upon successful completion of the course.*

Course Objective

On completion of this course, learners will acquire the knowledge and skills to achieve successful completion of specific project goals and objectives by a specific time, within budget and according to specifications. It involves managing the phases of project life cycle that includes initiating, planning, execution, controlling and monitoring, and closing.

Target Audience

New and experience professionals, managers and executive (PMEs).

Course Outline

- Define the scope of the project to be undertaken in consultation with stakeholders to meet the organisational needs or objectives.
- Conducting feasibility analysis of undertaking the project and present to stakeholders for decision making in accordance with organisational procedures.
- Developing the project plan and provide estimates of the necessary human resources, time and cost using appropriate project management tools.
- Executing the project implementation activities and control the resources to achieve the desired project goals or deliverables.
- Reviewing the milestones of the project and resolve any unmet goals or gaps when needed to meet the scope of the project defined.
- Concluding the project in consultant with stakeholders and with complete project documentation in accordance with organisational procedures.

Methodology

This workshop involves mini-lecture, group discussion/activity, case study etc.

Dates (2020) : *Please refer to SNEF website for available dates
 Duration : Day 1 & Day 2 (9am to 5pm)
 Day 3 & 4 (9 am to 6pm) (30 hours)
 Assessment : On a separate day (2 hour) Course
 Venue : SNEF Corporate Learning Centre @ Tanglin

Register online at SNEF website www.snef.org.sg
 Click on 'Training' and Course Category '**Generic Productivity and Supply Chain – GMS WSQ**'

- ❖ **50% Course Fee Subsidy, capped at \$15/hr (SC aged ≤ 39/SPR)**
- ❖ **90% Course Fee Subsidy, capped at \$50/hr (SC aged ≥ 40/ SMEs)**
- ❖ **Absentee Payroll**
90% of hourly basic salary, capped at \$10/hr. Eligibility period: 1 May – 31 Dec 2020

SME	NON-SME	SELF-SPONSORED	Full Course Fee	Training Grant	Amount Payable
- All SC & SPR	- SC aged ≥ 40	→	\$642.00	- \$540.00 =	\$102.00
⊗	- SC aged ≤ 39 - All SPR	→	\$642.00	- \$300.00 =	\$342.00

All prices stated are inclusive of 7% GST

SC : Singapore Citizen

SPR : Singapore Permanent Resident

⊗ : Not Applicable

SMEs : Defined as companies with:

(i) at least 30% local shareholding; AND

(ii) Group annual sales turnover of not more than \$100 million OR Group employment size of not more than 200 employees.

Funding Eligibility

In order to enjoy the funding, participants need to fulfill the following requirements:

1. Singapore Citizens or Permanent Residents (PR) of Singapore
2. Attain at least 75% course attendance
3. Successfully complete assessment and certified as competent
4. Has not enjoyed funding for the same course before
5. For company-sponsored participants, training must be fully sponsored by companies, which are registered or incorporated in Singapore

Enquiries:

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