In collaboration with **ICDL** The Digital Skills Standard

INTI International University & Colleges™
YOUR FUTURE BUILT TODAY

PROJECT PLANNING

The Project Planning programme covers the fundamental skills necessary for managing projects using project management software. This includes planning, monitoring, and supervising various project elements such as time, expenses, tasks, resources, priorities, and collaborators.

In today's business world, employees of all levels are expected to possess project management skills for their daily activities.

Students will receive an ICDL Certification upon passing the assessment.

Programme Outline
- Project management tools
- Project creation
- Task management
- Resources and costings
- Progress monitoring
- Professional project outputs

Objectives
- Understand the fundamental principles of project project planning and learn how to leverage software to support these principles
- Recognise and work within the constraints and deadlines of a project
- Identify project resources and costs,and understand the relationships and impacts that exist between them
- Know how to create, modify, maintain, and monitor all aspects of a project
- Acquire skills to effectively report on project progress by utilising project management software output

Learning Mode, Duration and Fee

LEARNING MODE	Online Learning	Face-to-Face (on-campus)	Self-Learning
DURATION	2 days		Within 12 months
FEE	RM 1,800	RM 1,800	RM 450

Assessment Mode
Test (upon completion of training)

Offered at
INTI International College Penang
INTI International College Subang

Intakes
MAY, SEPT, DEC

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