

# FAST-TRACK PROJECT MANAGEMENT

Practical strategies to deliver projects on time,  
within budget and with confidence

8 & 9 June 2026

The Wyndham Grand Hotel, Kuala Lumpur.



## KEY LEARNING OUTCOMES

- **Understand why projects fail the business** and define clear purpose, scope and outcomes
- **Align stakeholders early** using structured interviews to surface expectations and hidden risks
- **Set strong foundations** with clear charters, SMART objectives and decision authority
- **Break work into manageable scope** using practical Work Breakdown Structures (WBS)
- **Build realistic schedules** with Gantt charts, dependencies and the Critical Path
- **Make sound cost and resource decisions** using simple budgeting and the Responsibility Assignment Matrix (RAM)
- **Anticipate and manage risks early** using practical, easy-to-use risk registers
- **Lead people through execution**, managing communication, performance and pressure
- **Stay in control end-to-end**, tracking progress, managing change and closing projects properly
- **Apply Accelerated Learning principles** to ensure knowledge transfers to workplace practice

## THE FAST-TRACK ADVANTAGE

- **Real tools** applied directly to your own project, not generic case studies
- **A people-first approach** that simplifies project work and strengthens alignment
- **A proven stakeholder interview methodology** to surface expectations and risks early
- **Fast-Track design** for busy professionals, focused on clarity, momentum and results

## EXCLUSIVE 2 + 1 TEAM LEARNING OFFER !

Register **3 participants for the price of 2** — an easy, high-value way to upskill your team collectively and build stronger, more aligned project execution.



Led by

**Dr. R. Sivaneswaran** DBA, MSc., B.Econs

Senior Project Consultant & Master Trainer



# PROJECTS THAT DELIVER REAL BUSINESS VALUE

Projects exist to deliver meaningful business results — **not just to meet deadlines or complete checklists.**

The Fast-Track approach cuts through complexity and focuses on what truly matters: **clear purpose, early alignment and disciplined execution.** You'll learn how to use project management tools in a way that strengthens business impact, improves decision-making and avoids the common trap of delivering projects "correctly" while creating little real value.

At its core, this programme emphasises that **people, communication and early alignment** — not process alone — are what ultimately drive project success.



## WHO SHOULD ATTEND?

This programme is for professionals who **plan, lead or support project work** and want clearer structure, practical tools and stronger control over delivery.

It suits managers, project managers, engineers, team leaders, operations staff and PMO personnel — whether new to project management or looking to sharpen and modernise their approach.

## WHY YOU SHOULD ATTEND

Fast-Track Project Management gives you practical tools and simple methods that make project work clearer, faster and easier to manage. You'll learn to align expectations early, communicate with confidence and anticipate challenges before they grow. Every concept is applied directly to your real project through hands-on exercises and ready-to-use frameworks.

The outcome: **sharper plans, stronger alignment and better decisions** — leading to projects that create real impact for your organisation.



## YOUR COURSE DIRECTOR Dr. R. Sivaneswaran DBA, MSc., B.Econs

Dr. R. Sivaneswaran (Siva) is a seasoned Project Consultant and Master Trainer with over 25 years of experience leading and supporting complex projects across operations, quality systems and organisational improvement. Known for his clear, practical and engaging facilitation style, he helps organisations strengthen planning discipline, improve execution and deliver projects that create real business value.

He holds a Doctorate in Business Administration, a Master of Science in Total Quality Management and a Bachelor of Economics. As an ISO 9000/2000 Lead Auditor and IRCA Registered Lead Assessor, Siva brings a structured, evidence-based approach to project delivery — balancing sound governance with practical decision-making in real operational environments.

Siva's career spans senior leadership roles across Malaysia and India, including Director of Operations at Symphony Data Processing, Head of India Operations for Symphony BPO in Pune, Corporate Quality Director at Symphony House, and Group Quality Assurance Manager at EPC Technology Group. These roles exposed him to large-scale projects, cross-functional teams, transformation initiatives and operational challenges — giving him first-hand insight into why projects succeed or struggle in practice.

He has delivered training and consultancy engagements for organisations such as Panasonic, Continental Tyres, Astro, Nippon Electric Glass, ONKYO Electronics, RTM, Tan Chong Group and many others, reflecting the broad applicability of his project management and execution methods across manufacturing, services and technology-driven environments.

In addition to his corporate work, Siva remains actively involved in academia, having lectured at UMCCed, Open University Malaysia, UCSI University, Politeknik Nilai, Politeknik Ungku Omar and the German-Malaysian Institute. These academic engagements ensure his programmes remain current, relevant and grounded in both proven practice and critical thinking.

This combination of deep operational experience and academic rigour directly shapes the practical project management tools he teaches. His Accelerated Learning approach, real-world insights and ability to simplify complexity enable participants to apply what they learn immediately — building the confidence, clarity and control needed to lead and deliver successful projects.

# TRAINING AGENDA

## Project Management Foundations

- ▶ Projects deliver value, not administration or compliance
- ▶ Common causes of failure in most organisations
- ▶ A simple mindset for disciplined project delivery

*Exercise: Review a current or past project and identify value gaps*

## Defining Project Purpose, Scope & Success

- ▶ Clarify purpose before committing time and resources
- ▶ Define scope boundaries to prevent drift and rework
- ▶ Set success criteria that matter to the business

*Exercise: Define purpose, scope and success criteria for a selected project*

## Stakeholders & Early Alignment

- ▶ Identify real influencers and decision-makers
- ▶ Surface expectations, assumptions and hidden risks early
- ▶ Build alignment before execution begins

*Exercise: Map stakeholders and plan structured engagement discussions*

## Project Charter & Governance

- ▶ Translate intent into a clear project charter
- ▶ Establish authority, accountability and decision rights
- ▶ Create governance that supports delivery, not delay

*Exercise: Develop a draft project charter for your project*

## Roles, Responsibilities & Team Alignment

- ▶ Clarify roles across sponsors, managers and teams
- ▶ Strengthen accountability using simple responsibility structures
- ▶ Align expectations across functions and contributors

*Exercise: Create a responsibility assignment matrix for your project*

## Planning the Work with Structure

- ▶ Break work into manageable components
- ▶ Create logical structure using Work Breakdown Structures
- ▶ Improve clarity before scheduling begins

*Exercise: Develop a Work Breakdown Structure for your project*

## Scheduling, Dependencies & Critical Path

- ▶ Sequence activities realistically, not optimistically
- ▶ Identify dependencies and delivery constraints
- ▶ Focus attention on the Critical Path

*Exercise: Construct a Gantt chart schedule and identify the Critical Path*

## Budgeting, Costing & Resource Planning

- ▶ Estimate costs with appropriate accuracy and discipline
- ▶ Balance scope, time and resources realistically
- ▶ Clarify ownership of cost and resource decisions

*Exercise: Prepare a simple cost and resource plan*

## Risk Identification & Mitigation

- ▶ Identify risks before they become issues
- ▶ Assess impact, likelihood and response options
- ▶ Build practical mitigation and contingency plans

*Exercise: Develop a risk register for your project*

## Executing the Project

- ▶ Lead execution with clarity and confidence
- ▶ Maintain momentum through communication and coordination
- ▶ Address issues early, not react late

*Exercise: Identify execution risks and agree response actions*

## Monitoring, Control & Change Management

- ▶ Track progress against agreed baselines
- ▶ Manage change without losing control
- ▶ Support informed decision-making throughout delivery

*Exercise: Review progress data and assess a change request*

## Project Closure & Lessons Learned

- ▶ Close projects cleanly and professionally
- ▶ Capture learning to improve future performance
- ▶ Reinforce accountability beyond delivery

*Exercise: Conduct a structured project review and lessons learned discussion*

**DELEGATE DETAILS**

Please photocopy this form for more delegates

**DELEGATE 1 :**

Name :

Position :

Mobile :

Email :

**DELEGATE 2 :**

Name :

Position :

Mobile :

Email :

**8 & 9 JUNE 2026****The Wyndham Grand Hotel, Kuala Lumpur****AUTHORISING MANAGER :**

Name :

Position :

Tel :

Email :

Organisation :

Address :

Date :

Signature :

SCMM/22

**METHOD OF PAYMENT**

Payment can be made by cheque or bank transfer.  
Please make payment in favour of:

**INGENIUM ASIA SDN. BHD.**

Bank : AM Bank Berhad.  
Account No : 236 - 202 - 2000 - 351  
Account type : Current  
Swift Code : ARBKMYKL  
Bank Address : No. 4 & 6, Jalan Puteri 1/1, Bandar Puteri,  
47100 Puchong, Selangor, Malaysia.

**TRAINING INVESTMENT**

- International: USD530.00 nett / participant**  
 **Malaysia: RM2100.00 nett / participant**

**Exclusive 2 + 1 Team Learning Offer**

Register three participants for the price of two – a practical, high-value way to upskill your team collectively.

**Please Note:**

- Investment includes programme attendance, course notes, luncheons, refreshments, certificates of achievement and all applicable taxes.
- HRD Corp grant application ID or full payment must be received before the start of the programme.

**GENERAL TERMS & CONDITIONS****1. Substitutions**

Substitutions are permitted with a minimum of two working days' notice prior to the programme commencement.

**2. Cancellations**

- Full refunds, less a US\$60.00 / RM250.00 administrative fee, are available for cancellations made in writing at least seven working days before the programme.
- Cancellations made within seven working days of the programme are non-refundable and incur full liability.

**3. Programme Alterations**

Whilst we endeavour to deliver the advertised programme, we reserve the right to modify content, speakers, or venue as circumstances dictate. All details are correct at the time of publication.

**4. Postponement & Cancellation by Organiser**

In the event of programme cancellation or postponement by the organiser, full refunds will be issued without deduction.

**5. Liability**

The organiser shall not be held liable for any loss or damage incurred by participants due to programme substitution, alteration, cancellation, or postponement.

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**7. Data Protection**

By submitting this registration, you consent to your details being stored and used for future marketing purposes. To opt out, please notify us.

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The organiser shall not be liable for non-performance of contractual obligations due to events beyond reasonable control, including but not limited to acts of God, war, terrorism, civil unrest, or government actions.

**10. Governing Law**

These terms and conditions shall be governed by and construed in accordance with the laws of Malaysia.

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