

Project Analysis And Management Course

19 – 21 January 2026

Jakarta

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PROJECT ANALYSIS AND MANAGEMENT

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This immersive workshop delivers a strong foundation in project analysis and management, equipping professionals to plan, lead, and close projects successfully. Designed with a practical and structured approach, participants will explore tools, techniques, and governance principles essential for delivering projects on time, within scope, and with measurable impact.

Overview

The course covers the full project lifecycle, from setting clear objectives and building business cases, to managing risk, resources, and stakeholder expectations. Participants will gain hands-on insights into feasibility assessment, planning tools, project control methods, and leadership strategies for execution success.

Upon completion, participants will:

- Understand key project phases, tools, and team responsibilities
- Gain practical skills in planning schedules, budgets, and managing risks
- Learn how to communicate, govern, and close projects effectively.

Who should attend

- Aspiring and mid-level project managers, analysts, and PMO staff
- Team leaders, coordinators, and professionals managing project-based work
- Business stakeholders and decision-makers overseeing project outcomes

Methodology

Delivered using an applied, non-theoretical format that includes case studies, group exercises, project planning simulations, and real-time analysis of project tools and dashboards.

Trainer

Facilitated by a seasoned project advisor with over 25 years of international experience in project delivery, strategic planning, and stakeholder engagement across public and private sectors. The trainer has coached project teams in Fortune 500 companies and served as a consultant to several government transformation projects.

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Course Content

Module – 1

Foundations of Project Analysis and Management.

- Understand the definition and characteristics of a project
- Differentiate between project, program, and portfolio management
- Learn key project phases: Initiation, Planning, Execution, Monitoring, and Closing
- Recognize the responsibilities of a project manager

Module – 2

Setting Project Objectives and Defining Scope.

- Learn how to draft SMART project goals
- Define and manage project scope effectively
- Identify and document key deliverables using a Scope Statement
- Create a Project Charter aligned with stakeholder expectations

Module – 3

Building the Project Case and Feasibility Study.

- Conduct technical, financial, and legal feasibility assessments
- Draft a convincing business case and define success metrics
- Use cost-benefit and risk-return analysis for project justification
- Evaluate project alignment with business strategy

Module – 4

Planning Schedules, Budgets, and Resources.

- Construct a Work Breakdown Structure (WBS)
- Create project timelines using Gantt charts and the Critical Path Method
- Estimate project costs and manage a basic budget
- Allocate and optimize human, financial, and physical resources

Module – 5

Risk Management and Governance Oversight.

- Identify potential project risks early
- Differentiate between qualitative and quantitative risk assessments
- Develop mitigation and contingency plans
- Understand project governance roles (e.g., PMO, steering committees)

Module – 6

Executing and Controlling the Project.

- Implement the project plan and manage deliverables
- Use performance metrics (e.g., KPIs, Earned Value) to track progress
- Address scope creep, change control, and quality assurance
- Manage execution using real-time dashboards or tracking tools

Module – 7

Communication, Teams, and Stakeholder Engagement.

- Create and manage a project communication plan
- Identify internal and external stakeholders and their needs
- Foster team collaboration and resolve conflicts
- Use leadership skills and emotional intelligence in project environments

Module – 8

Project Closure and Post-Implementation Review.

- Perform formal project closure activities and sign-offs
- Conduct lessons learned sessions and create closure documentation
- Evaluate performance against original objectives and KPIs
- Archive project materials and release resources responsibly

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DELEGATE REGISTRATION FORM

Course fees

(Fees per participant)	**Single**	**Group****
Normal fees	SGD 2,699	SGD 2,599
Early bird price*	SGD 2,499	SGD 2,399

**Payment 30 days before commencement of the course*
***Minimum of 3 participants*

The course fee includes
- 3 days of dedicated expert training
- Lunch and refreshments
- Copies of relevant course material

Venue Details

- All our training sessions are held in good locations, assuring a high level of comfort and a conducive learning environment.
- Due to variation in the number of participants, final venue details will be mailed 14 days before the course commences.

- Registration : 8:30 am
- Session timings: 9:00 am to 5:00 pm
- **Disclaimer:** Riverstone Training reserves the right to change the venue or postpone the course due to unforeseen circumstances.

Company Information

Company Name : _____
Address : _____
_____
_____
_____
Contact Person : _____
Designation : _____
Email : _____
Phone : _____

Delegate Information

Name (1) : _____
Designation : _____
Email : _____
Phone : _____

Name (2) : _____
Designation : _____
Email : _____
Phone : _____

Payment Terms

- Full payment is required for seat confirmation.
- Make a crossed cheque or bank draft payable to **Riverstone SG Pte Ltd.**
- Mail your payment with this registration form to **Level 20, Tower 2, One Raffles Place, Singapore 048616.**
- Alternatively, you can do a bank transfer to Standard Chartered Bank Account no: 0105663336 (Bank no: 9496); Swiftcode: SCBLSG22.

Cancellation Policy

- If you are unable to attend, a replacement delegate is always welcome.
- Any cancellation must be made in writing to Riverstone Training at least 14 days before the event date. A full refund, less an administration fee of SGD 150, will be given.
- No refunds will be given for written cancellations received less than 14 days before the event date. However, you will receive a 100% credit voucher that can be applied to any of our subsequent training courses within six months of the initial registration.

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Email : register@riverstonetraining.com.sg
Phone or WhatsApp : +65 9730 4250