

# Effective Project Documentation (Synchronous e-learning)

TGS-2018502883

For ESG Documentation, Auditing & Branding Purposes for Public & Investors' Confidence

## COURSE OVERVIEW

Learners will learn how to execute project documentation processes, includes identifying documentation policies, creating templates for filing, implementing documentation procedures and storing documents for future retrieval.

## LEARNING OUTCOMES

1. Identify project documentation processes and policies
2. Create necessary project templates for filing purposes
3. Execute project documentation procedures
4. Collect and store documents
5. Evaluate effectiveness of project documentation process
6. Take appropriate measures to improve the evaluation outcome



### DURATION

1.5 days (8 hours of training + 2 hours of assessment)

Delivery via Zoom



### FEE & FUNDING

Full Fee: \$512.30 (include 9% GST)

- Grant amount for Employer Sponsored Singapore Citizens and SPR: \$329.00 per pax
- Nett Fee Payable: \$183.30 per pax
- Absentee payroll funding & SFEC eligible

### FEE & FUNDING (Individual Sponsored)

Full Fee: \$512.30 (include 9% GST)

- Grant amount for Singapore Citizens 40 years & above: \$329.00 per pax
- Nett Fee Payable: \$183.30 per pax
- Grant amount for Singapore Citizens below 40 years & SPR: \$235.00 per pax
- Nett Fee Payable: \$277.30 per pax
- SFC eligible

## CONTACT US



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