

Chairman
 Young Engineers Section
 c/o The Institution of Engineers, Malaysia
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**CLOSING DATE:
 4 NOV 2016**

**Two Day Course on Basic Project Management for Engineers
 7 & 8 November 2016 (Monday & Tuesday)**

REGISTRATION FORM

No	Name (s)	M'ship No	Grade	Fees (RM)
Sub-Total				
Add GST @6%				
Total Payable				

** Fees MUST be fully paid A WEEK BEFORE the commencement of the course. Bookings by fax from outstations MUST be forwarded with payments at least A WEEK BEFORE the day of the course. Seats could only be confirmed upon payment.*

Enclosed herewith a cheque No. : _____ for the sum of RM _____ issued in favour of "The Institution of Engineers, Malaysia" and crossed 'A/C Payee Only'. I/We understand that the fee is not refundable if I/we withdraw after my/our registration is accepted by the Committee but substitution of participants will be allowed. If I/we fail to attend the course, the fee paid would not be refunded.

Contact Person:

Designation:

Name of Organization:

Address:

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Tel (O) : Tel (HP) :

Fax No. : E-mail :

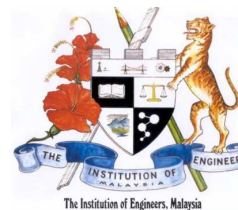
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Signature & Stamp

(Photocopies are acceptable)

Date

BEM Approved
 CPD/PDP: 14 Hours
 Ref No: IEM16/HQ/371/C



**Two Day Course on
 Basic Project Management
 for Engineers**
 Organized by
 Young Engineers Section

Date : 7 & 8 November 2016 (Monday & Tuesday)
Time : 9.00am – 5.30pm
Venue : Auditorium Tan Sri Prof. Chin Fung Kee, 2nd Floor, Wisma IEM, PJ
Speaker: Ir. Noor Iziddin Abdullah bin Haji Ghazali

Registration Fee (Subject to 6% GST)

Grade	Online Registration (www.myiem.org.my)	Normal Registration
IEM Student Member	RM 250	RM 300
IEM Graduate Member	RM 450	RM 500
IEM Corporate Member	RM 700	RM 750
Non IEM Member	RM 950	RM 1000

GST implemented effective 1 April 2015

Closing Date: 4 November 2016

Online registration and payment must be made **before 4 November 2016** or it will be reverted to normal rate.

Registration via CASH / CHEQUE / BANK-IN TRANSMISSION / BANK DRAFT / MONEY ORDER / POSTAL ORDER / LO / WALK -IN will be considered as normal registration



SYNOPSIS

Project Management (PM) knowledge and its methodologies have evolved and improved significantly over the last three decades. This in part is attributable to many of the lessons learnt from the successes and failures of projects undertaken by organizations. This course gives the essence of project management, especially suitable for those who intend to gain a fundamental but solid grounding on project management. You will learn the structured and integrated approaches, processes, tools and techniques that are applicable to managing phase in project life cycle. The course contents are closely referenced to PMBOK Guide, 5th edition of the Project Management Institute and PRINCE2 from UK government standard.

BENEFITS

- Learn a structured and integrated approach in order to initiate, plan, execute, monitor & control and closing out projects.
- Apply and relate the knowledge learnt at the work place
- Important of project management methodology and delivery
- Understand the role and selection of project manager as well as project organization structure & issues.
- Exposure on project management methodologies, tools & techniques
- Learn the details technical scope of operation & maintenance services.

TENTATIVE PROGRAMME

<u>Time</u>	<u>1st Day</u>	<u>2nd Day</u>
0830 - 0900	Registration	Registration
0900 - 1030	Introduction to Project Management	Operation & Maintenance for Mechanical Services
1030 - 1045	BREAK	BREAK
1045 - 1145	Definition of Project Management	Operation & Maintenance for Electrical Services
1145 - 1300	Context and History of Project Management & Schedule (Critical Path Method)	Operation & Maintenance for Civil & Housekeeping Services
1300 - 1400	LUNCH	LUNCH
1400 - 1530	Project Risk Management and Contract Administration & Procurement	Goal & Objectives and Projects In Controlled Environments (PRINCE2)
1530 - 1545	BREAK	BREAK
1545- 1630	Ten (10) Knowledge Areas & Process Group and Conflict & Communication	Financial Technique & Total Cost of Ownership (TCO)
1630 - 1730	Managing Energy Efficiency & Green Technology Projects in Asia	Project Management Consultant Concept

BIODATA OF SPEAKER

Ir. Noor Iziddin Abdullah Bin Hj Ghazali, PMP®, MIEM, P.Eng, who has thirteen (13) years of working experience in various roles is a Project Management Consultant has involved in semiconductor, data center, property development & telecommunication. Initially attach to Mesiniaga as a Project Manager, and after that the Project Management Consultant (PMC) team in KLCC Property Berhad seconded to Putrajaya Holdings (PJH) in Electrical & Mechanical for commercial building with Green Building Index.

Previously with Sunway Group as a Group Electrical Manager for overall Sunway Group Properties, Maintenance & Facility Management in overseeing the whole electrical services for all commercial, residential & hospitality projects. Now with edotco Group (Axiata Berhad) as the Regional Head of Electrical System reporting to COO.

He received his B.Eng in Electrical & Electronic from UNITEN, Master of Engineering from UM and Postgraduate Diploma in Islamic Studies from IIUM/UIA. He became certified PMP in 2008 and Registered Electrical Energy Manager in 2014.

His involvement in IEM started as a committee of Graduate & Student Section (now is Young Engineer Section) from 2005 to 2007 and continues his contribution as the Secretary and Treasurer of Project Management Technical Division (PMTD) from 2010 to 2013 and a Council Member of IEM from 2011 to 2014. He was previously the Project Management Institute Malaysia Chapter (PMIMY) Director of Professional Development from 2011 to 2013.

Currently Industry Advisory Panel (IAP) for degree in project management at University Malaysia Pahang, master program in Project Management at University Utara Malaysia & University Tunku Abdul Rahman (UTAR) and degree in electrical & electronic engineering at UTHM. Recently been appointed as External Examiner and Adjunct Faculty/Lecturer for degree in electrical & electronic engineering at Manipal International University in Nilai, Negeri Sembilan.

Terms & Conditions:

- For **ONLINE REGISTRATIONS**, only ONLINE PAYMENT is applicable [via RHB and Maybank2u –Personal Saving & Personal Current; Credit Card - Visa/Master].
- Payment via CASH / CHEQUE / BANK-IN TRANSMISSION / BANK DRAFT / MONEY ORDER / POSTAL ORDER / LO / WALK -IN will be considered as **NORMAL REGISTRATION**
- **FULL PAYMENT** must be settled before commencement of the course, otherwise participants will not be allowed to enter the hall. If a place is reserved and the intended participants fail to attend the course, the fee is to be settled in full.
- Fee paid is not refundable. Registration fee includes lecture notes, refreshment.
- The Organizing Committee reserves the right to cancel, alter, or change the program due to unforeseen circumstances. Every effort will be made to inform the registered participants of any changes. In view of the limited places available, intending participants are advised to send their registrations as early as possible so as to avoid disappointment.