

Chairman,
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REGISTRATION FORM

2-Day Course on Principles & Practices of Project Estimation & Budget Control
29 & 30 May 2017 | Wisma IEM

No	Name(s)	M'ship No.	Grade	Fee (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 crossed 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 application is accepted by the Organising Committee as stated in the **cancellation term**. If I/We fail to attend the seminar, the paid registration fee will not be refunded.

Contact Person: _____ Designation: _____

Name of Organization: _____

Address: _____

Telephone No.: _____ (O) _____ (Fax)

_____ (H) _____ (HP)

Email: _____

Signature & Stamp

Date

Photocopies are acceptable



The Institution of Engineers, Malaysia

Bangunan Ingenieur, Lots 60/62, Jalan 52/4, Peti Surat 223, 46720
Petaling Jaya, Selangor Darul Ehsan

2-Day Course on Principles & Practices of Project Estimation & Budget Control

Organised By: Project Management Technical Division, IEM

Date : 29 May 2017 & 30 May 2017 (Monday & Tuesday)

Venue : Auditorium Tan Sri Prof. Chin Fung Kee,
3rd Floor, Wisma IEM, Petaling Jaya

Time : 8.45a.m - 5.30p.m

BEM Approved CPD Hours = 14.5

Ref. No: IEM17/HQ/100/C

GST is implemented effective from 1 April 2015

REGISTRATION FEE (SUBJECT TO 6% GST)

Grade	Normal	Online
IEM Student Member	RM200.00	RM150.00
IEM Graduate Member	RM650.00	RM600.00
IEM Corporate Member	RM750.00	RM700.00
Non IEM Member	RM1,500.00	RM1,400.00

Terms & Conditions:

- Closing date : **25 May 2017**
- 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.

Synopsis

Project Management is about getting things done through a temporary team/s within a dynamic environment to accomplish the required project purpose or outcome. Project deliverables are the means by which project purpose are accomplished. Hence our programme begins with the Project Management framework. It enables a better contextual understanding of the big picture of how organisation are and can be structured to positively impact project performance. Participants are led to explore both the predictive approach to management of change and when the adaptive approach would be better alternative.

Participants get to understand the project management life cycle as a generic-application. Then learn how they are applied across multi-industry, multi discipline and multi-domain. Each industry, discipline or domain may have their own Project life cycle, unique terminology, industry jargon and management processes.

Participants are led through the entire Project cost management planning process from project selection using NPV, IRR and payback period to project cost estimation and project contingency planning to project time phased budgeting. Project cost is more effectively controlled when there is also commitment control. It facilitates segregation of duties to minimize effects of collusion and also avoid the pitfalls of duplication of project orders. Attendees are led through the transactional process. Observe how a good ERP system captures actual cost at source thereby enabling timely cost control. An introduction to cost behaviours plays a big part in understanding and trainees are led with real work examples to see how the understanding of cost behaviour help project managers appreciate the underlying records that make up the project status report.

Total cost of ownership is discussed with real life examples. It illustrates how procurement of capital assets should not just focus on acquisition cost but also account for running and maintenance cost which are significant part of life-cycle cost. In this way, decisions are far more effective as participants get to appreciate the comparative attractiveness of options open. A working knowledge of Earned value management goes a long way to explain the results of the project progress. Our programmes are delivered by experts in the field. We believe its ease of use is best explained by those who have use them and able to translate the big picture results into meaningful information that even the layman can understand.

The ability to keep things simple is the hallmark of true knowledge. Einstein has been quoted to have said “if we cannot explain it simple enough, we don’t know the subject well enough”. We believe and practice it.

About The Course Leader

Robert Gan PMP®, IDPM(Camb), AICA, NCC S&D

- Immediate Past President, Project Management Institute – Malaysia Chapter (Max 5 terms)
- Adjunct Professor, UMP
- Expert witness in Project Management, Advisor to PGB Pte Ltd, Singapore
- Researcher in Project Management maturity, The University of Nottingham, Malaysia Campus
- Managing Partner, ROGAN Strategic Advisory PLT, IDPM Coach/PMP®/CAPM® exam preparation

Robert is a seasoned professional director and Project Delivery Partner with 20 years of Programme and Project Management experience that has included people, processes and technology. He has formal training in the management of Projects and Accountancy that helps in Project Financials, Stakeholders’ management, Quality/Risk/Procurement Management, Systems Analysis and Design, and Application Systems deployment. During the past 15 years, Robert has helped corporate business teams in addressing business issues, procedure realignment, provision of alternatives, proposing work-around solutions and business process improvements.

As a Principal Consultant with PwC and another big four regional consulting organisations, Robert has practiced best-in-class project management methodologies and rolled out more than 20 projects some of which were multi-country and multi-cultural in scope across the Asia-Pacific region in countries like Singapore, Taiwan, Hong Kong, Philippines, Indonesia and Malaysia and for industries from Financial services/banking, General construction, IT suppliers, ERP implementers and Software developers, M&E and Engineer-to-order (ETO) manufacturers. The in-depth experience managing stake holders’ expectations, subcontractors and vendors has helped Robert to complete projects on time, budget & quality.

Robert has conducted extensive Project Management Training & coaching for business & technology users during the project life cycle. He has delivered Project Management and PMO Competency based Training, Coaching & workshops as well as the professional series in Negotiation skills, Conflict Management, Effective project estimation & budgeting control, Project Leadership & soft skills. He has been and continues to be an invited speaker at many public symposiums, seminars and in-house events of MNCs and local conglomerates both here in Malaysia and in the APAC region.

Course Schedule & Outline

Day 1		Day 2	
08:45 – 10:45	PM Contextual Framework	08:45 – 10:45	Explain EVM graph to the layman Life cycle Costing A simple test Project Selection The Challenge The tools NPV/IRR/Payback period
10:45 – 11:00	Tea Break	10:45 – 11:00	Tea Break
11:00 – 13:00	Project Cost Estimation Project Contingencies	11:00 – 13:00	Cost behaviour and use of BEP Project Cost Accounting
13:00 – 14:00	Lunch Break	13:00 – 14:00	Lunch Break
14:00 – 16:00	Project Budgeting Commitment Control ERP Cost capture at source	14:00 – 16:00	Project Status reporting & Forecast
16:00 – 16:15	Tea Break	16:00 – 16:15	Tea Break
16:15 – 17:30	EVM & Project Cost Control - Group discussion Estimate EAC, Derive Actual Cost Determine Earned Value Explain SPI/SV and Causes Explain CPI/CV and Causes	16:15 – 17:30	Lessons learned Summary

Who Could Benefit From The Course

Project Managers/Leader/Team Members, Coordinator/Administrator/Supervisor/Sponsor/Director; Professional /Graduate Engineers; Architects / Quantity Surveyor; IT Professional / Scientists; Technical/Functional / Business/ Financial/ Marketing/Event Managers; Senior Manager/General Manager/CEO; Developer/ Contractor/ Consultant/Project Client; Government and Non-government officers; Anyone responsible for or involved in projects

CANCELLATION POLICY

ITEM reserves the right to postpone, reschedule, allocate or cancel the course. Full refund less 30% if cancellation is received in writing more than 7 days before start date of the event. No cancellation will be accepted prior to the date of the event. However, replacement or substitute may be made at any time with prior notification and substitute will be charged according to membership status.

PERSONAL DATA PROTECTION ACT

I have read and understood the ITEM's Personal Data Protection Notice published on ITEM's website at <http://www.myiem.org.my> and I agree to ITEM's use and processing of my personal data as set out in the said notice.