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**The Institution of Engineers,
 Malaysia**

REGISTRATION FORM

**2 DAY COURSE ON EXECUTIVE MANAGEMENT IN PRIMAVERA P6
 24 & 25 January 2018 (Wednesday & Thursday)
 Closing Date : 19 January 2018**

No	Name(s)	M'ship No.	Grade	Fee (RM)*
		SUB TOTAL		
		Add GST @ 6%		
Total Payable				

***Fees MUST be fully paid BEFORE the CLOSING DATE. 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

**2-DAY COURSE ON
 EXECUTIVE MANAGEMENT IN PRIMAVERA P6**

**Organised By:
 Project Management Technical Division, IEM**

**Date : 24 & 25 January 2018 (Wednesday & Thursday)
 Venue : TUS and C&S Lecture Room, 2nd Floor,
 Wisma IEM, Petaling Jaya
 Time : 8.30 a.m. - 5.30 p.m.**

**BEM Approved CPD/PDP Hours = 14
 Ref. No: IEM17/HQ/412/C**

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

IMPORTANT NOTES:

LIMIT TO 20 participants only

- Closing Date : 19 January 2018
- For **ONLINE REGISTRATION**, payment **MUST BE MADE ON REGISTRATION** [via RHB Now and Maybank2u -Personal Saving & Personal Current; Any Credit Card - Visa/Master.
- Payment via **CASH/CHEQUE/BANK-IN TRANSMISSION/BANK DRAFT/MONEY ORDER/ POSTAL ORDER/LOU/LOG/WALK -IN will be considered as NORMAL REGISTRATION**
- FULL PAYMENT** must be settled before commencement of the event, otherwise participants will not be allowed to enter the hall. If a place is reserved and the intended participant fails to attend the course, the fee is to be settled in full. If the participant failed to attend the course, the fee paid is non-refundable. IEM reserve the right to reject any LOU/LOG not in accordance with these instructions. The Organising Committee reserves the right to alter or change the programme due to unforeseen circumstances.

SYNOPSIS OF ORACLE PRIMAVERA FUNDAMENTALS TRAINING

This course provides hands-on training for Primavera's client/server based solution, leading participants through the entire project life cycle, from planning to execution. Topics include adding activities, assigning resources, and creating a baseline. Participants also gain a thorough background in the concepts of planning and scheduling. All workshops and instruction stress the three basic elements of project management: schedule, resource and costs.

ABOUT THE COURSE LEADER

Phil Palmer is the Professional Services Director/Senior Consultant with PCSS Consultancy Sdn Bhd since September 2005 to-date. He is responsible in establishing and managing the company in Kuching, implementation of Primavera project management software to suit clients' requirements; process and procedure definition and documentation; consulting, training and mentoring of clients in Primavera software, project controls and project management methodologies. He is also in charge to provide planning services to all industries.

In 1986, he completed Production Engineering with Sydney Technical College and further proceeded to Master of Science Degree in Project Management with Curtin University of Technology in the year 2004. He has been involved in Project Controls on many projects in oil & gas, mining, ship building, construction and IT in countries such as Australia, Singapore, Indonesia, Malaysia, China, Vietnam and Nigeria.

He is recognized and well regarded in project management, planning and scheduling, project control and risk management skills and highly regarded in the facilitation of training programmes within the area of project management.

He is a member of professional bodies such as Project Management institute (PMI), Association for the Advancement of Cost Engineers (AACE) and Australian Institute of Project Management (AIPM). Currently, he lectures part time at Curtin University of Technology in the Project Management Master of Science Degree program and is working in conjunction with Curtin Consultancy (Malaysia) Sdn Bhd to develop a short 3 day Project Management course.

WHO COULD BENEFIT FROM THE COURSE

- Business Analysts
- Project Managers
- Work Pack Team
- Functional Implementer
- Project Controller
- Project Engineer
- Planner & Scheduler

Course Schedule & Outline

Day 1		Day 2	
08:30 – 09:00	* Introduction	08:30 – 10:00	* Formatting Schedule Data
09:00 - 10:15	* The Project Management Lifecycle * Enterprise Project Structure	10:00 - 10:15	Break
10.15 – 11.00	Break	10.15 – 12:30	* Optimizing the Project Plan
11:00 – 12.30	* Work Breakdown Structure * Creating Relationship	12:30 – 13.30	Lunch
12.30 - 13.30	Lunch	13.30 – 15.15	* Baseline the Project Plan * Reporting Performance
13.30 – 15.15	* Scheduling	15.15 – 15.30	Break
15.15 – 15:30	Break	15.30 – 17.30	Conclusion and Q&A
15.30 – 17.30	* Create Resources and Assign Resources		

Note : Refer Brochure - Executive Management in Primavera P6

IMPORTANT NOTES

PCSS agreed to provide a 10 days activation link for the participant, with condition they have to bring their own laptop.

PERSONAL DATA PROTECTION ACT

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

CANCELLATION POLICY

IEM 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.