Chairman,
Project Management Technical Division,
The Institution of Engineers Malaysia,
Lots 60 & 62, Jalan 52/4, P.O. Box 223 (Jalan Sultan),
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REGISTRATION FORM
2-Day Course on
A Formal Project Management Programme
For Project Management Personnel
27 & 28 March 2018 | Hilton Hotel Petaling Jaya

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
A Formal Project Management Programme
For Project Management Personnel
Organised By: Project Management Technical Division, IEM

Date : **27 & 28 March 2018**
Venue : **Serunai 1, Level 1 East Wing,**
    Hilton Hotel, Petaling Jaya, Selangor
Time : **8.45a.m - 5.30p.m**

BEM Approved CPD Hours = 14.5
Ref. No: IEM18/HQ/033/C

GST is implemented effective from 1 April 2015

REGISTRATION FEE (SUBJECT TO 6% GST)

Grade	Normal	Online
IEM Student Member	RM250.00	RM200.00
IEM Graduate Member	RM700.00	RM650.00
IEM Corporate Member	RM800.00	RM750.00
Non IEM Member	RM1,600.00	RM1,500.00

Terms & Conditions:
- Closing date : **23 March 2018**
- 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 : Fundamentals of Project Management

Project Management (PM) knowledge & methods have evolved & improved significantly over the last few decades. This in part is attributable to many of the lessons learned from the successes & failures of projects undertaken by organisations.

The Fundamentals of Project Management is one of the most effective ways to introduce PM to the new PM workforce quickly & effectively. The course structure is built around how adults learn & how they could be taught to lead & manage in a more holistic & coordinated manner. In this way we build a project team faster & more effectively.

Attendees are taught the required knowledge to apply them in their workplace. They are exposed to the real world & get a hands-on apprenticeship from the very start. When completed, they can better understand the PM context, terminologies, tools & technique to use. They learn to adapt to the dynamic project environment, changing priorities, & availability of organisational process assets in their workplace. As a result, they gain confidence knowing how & when to apply their knowledge. So be trained by successful professionals who have been on the job.

This FAST TRACK preparation brings attendees to speed and gain personal confidence by:

- Identifying what the new trainees need to know
- Identify what they don't know so they can work on them
- Apply & relate knowledge learnt to their work place
- Expose trainees to PM methodologies/Tools/Techniques
- Be familiar with & use of PM Body of knowledge 6th Ed that is consistent with ISO 21500

Expected learning outcome :
- Fundamental understanding of concepts of project Management
- Broad understanding of the Principles and Practices of PM
- Understand the various approaches to management of projects & change
- Understand & differentiate Portfolios, Programmes and Projects
- Broad understanding of PM standards, Regulations, Code of conduct, Principles and Practices of PM and a Fundamental understanding of PM life cycle & Project Life Cycle

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 and management of change

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.

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.

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

When serving as a Principal Consultant with PwC and another big four regional consulting organisations, Robert had practiced best-in-class project management methodologies and rolled out more than 20 projects that were multi-country and multi-cultural in scope across the Asia-Pacific region in countries like Singapore, Taiwan, Hong Kong, Indonesia and Malaysia in 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, Project estimation & budgeting control, Project Leadership & soft skills. He continues to be invited to speak at many public symposiums, seminars and in-house events of MNCs and local conglomerates in the APAC region. He is now undertaking research with the University of Nottingham in Project Management maturity part of which is expected to be published with IGI-global in March 2018.

Course Schedule & Outline

Day 1		Day 2	
08:45 –10:45	The Project Environment The PM Contextual Framework	08:45 – 10:45	Project Planning • Scoping WBS • Logical Framework Analysis
10:45 – 11:00	Tea Break	10:45 – 11:00	Tea Break
11:00 – 13:00	Project Environment Dynamics PM Life Cycle Project Life Cycle	11:00 – 13:00	• Project Schedule / Critical Path • Project Quality • Project Risk Register
13:00 – 14:00	Lunch Break	13:00 – 14:00	Lunch Break
14:00 – 16:00	Project Organisation	14:00 – 16:00	Project Execution
16:00 – 16:15	Tea Break	16:00 – 16:15	Tea Break
16:15 – 17:30	Project Initiation • Project Chartering • Project Stakeholders Identification • Setting Stakeholders Expectations	16:15 – 17:30	Project Status Reporting Project Closure