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 The Institution of Engineers Malaysia,  
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**The Institution of Engineers, Malaysia**  
 Bangunan Ingenieur, Lots 60/62, Jalan 52/4, Peti Surat 223, 46720  
 Petaling Jaya, Selangor Darul Ehsan

**REGISTRATION FORM**  
**2-DAY COURSE ON COST MANAGEMENT**

No	Name(s)	M'ship No.	Grade	Fee (RM)*
		SUB TOTAL		
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'. 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 COST MANAGEMENT

Organised By: Project Management Technical Division, IEM

Date : 12<sup>th</sup> & 13<sup>th</sup> December 2018 (Wednesday & Thursday)

Venue : Auditorium Sri Prof Chin Fung Kee, 3<sup>rd</sup> Floor

Time : 8.45a.m - 5.30p.m

BEM Approved CPD Hours = 15

Ref. No: IEM18/HQ/446C

### REGISTRATION FEE

Grade	Normal	Online
IEM Student Member	RM250.00	RM200.00
IEM Graduate Member	RM500.00	RM450.00
IEM Corporate Member	RM700.00	RM650.00
Non IEM Member	RM1,300.00	RM1,200.00

#### Terms & Conditions:

- Closing date : **7 December 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.

POSTPONED UNTIL FURTHER NOTICE

## Synopsis

One of the primary criteria for project success is the completing the project within the specified budget. Project Cost Control is a dedicated project function comprising estimating the project cost, progressive measuring of the completed work (Value Of Work Done), Cost Forecasting, Contingency planning and control and Variation planning and control.

Project Cost Management is a Project Management discipline that is deeply integrated with other facets of the project such as Project Planning, Project Financing and Risk Management.

**Short exercises covering key concepts will be carried out to ensure that participants obtain the benefits of the course. The course is fashioned to be pragmatic and applicable to projects in any industry. Project Cost Management is a strategic tool for large magnitude and complex projects and hence this course would be extremely relevant for project stakeholders who have KPIs of cost and time which are highly constrained in this economic environment.**

## About The Course Leader



*Ir. Faizal A. Sanusi has served the Project Management Technical Division in IEM since 2005, including as its Chairman in 2012. He has a BSc in Civil Engineering from the George Washington University, USA in 1988 and an MBA from Open University, Malaysia in 2005.*

*His engineering and project management experience spans across the oil & gas and building industry since he began his career 30 years ago. In his career, he has performed various roles ranging from design engineer, resident engineer, project engineer and project manager for a myriad of engineering projects – civil Infrastructure works, commercial buildings, etc.*

*intelligent office institutional building, gas processing plants, offshore gas pipeline installations and onshore gas producing platforms. He also challenged himself as an entrepreneur in the business of facilities management for oil and gas on-shore installations and has provided training in various project management topics to the Royal Malaysian Navy and private commercial property developers.*

*Some of his notable career highlights as follows:*

- ☑ Project Advisor and Project Services Manager for Oil, Gas, EPC & Production MNCs
- ☑ Project Services Division Head for a local Offshore Oil & Gas Service Provider
- ☑ Project Manager for the Malaysian Security Commission 4 star intelligent building project
- ☑ Director of a local Facilities Management Company overseeing Oil & Gas O&M projects

## CANCELLATION POLICY

IEM reserves the right to postpone, re-allocate or cancel the course. Full refund less 30% if cancellation is received in writing more than 7 days before the 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.

## Who Could Benefit From The Course

Project Manager/Leader/Team Member/Coordinator/Administrator/Supervisor/Sponsor/Director; Professional /Graduate Engineer; Architect / Quantity Surveyor; IT Professional / Scientists; Technical/Functional / Product Manager; Business/ Financial/Human-Resource/Marketing/Event Manager; Senior Manager/General Manager/CEO; Developer/ Contractor/ Consultant/Project Client; Government and Non-government officers; Anyone responsible for or involved in project.

## Course Schedule & Outline

Day 1		Day 2	
08:45 – 10:45	<ul style="list-style-type: none"> <li>▪ The Purpose of Cost Management</li> <li>▪ Modelling the Project - the Cost Breakdown Structure (CBS); Defining Cost Levels</li> </ul>	08:45 – 10:45	<ul style="list-style-type: none"> <li>▪ Forecasting Cost at Completion</li> <li>▪ Deterministic</li> <li>▪ Probabilistic</li> </ul>
10:45 – 11:00	Tea Break	10:45 – 11:00	Tea Break
11:00 – 13:00	<ul style="list-style-type: none"> <li>▪ Baseline the Cost / Estimation</li> <li>▪ Commitment to match Scope</li> <li>▪ Parametric Estimation and Benchmarking Databases</li> <li>▪ Parametric Estimation Cross Checking</li> <li>▪ Treatment of FOREX and Price Escalation</li> </ul>	11:00 – 13:00	<ul style="list-style-type: none"> <li>▪ Some Approaches to and Considerations in Controlling Cost</li> <li>▪ Pre Funding/Pre Award</li> <li>▪ Ensure a Risk Management process initiated to identify risks and quantify contingences</li> <li>▪ Ensure that scope is well defined</li> <li>▪ Existence of a workable PEP</li> </ul>
13:00 – 14:00	Lunch Break	13:00 – 14:00	Lunch Break
14:00 – 16:00	<ul style="list-style-type: none"> <li>▪ Cost Reporting - typical report contents and making sense of it</li> <li>▪ Cost S Curve and Progress S Curve</li> <li>▪ How these Curves are derived for a typical project having EPCC components</li> <li>▪ Weightages</li> </ul>	14:00 – 16:00	<ul style="list-style-type: none"> <li>▪ Ensure a bulletproof Conditions of Contract</li> <li>▪ Ensure a competent and sufficient project organization in place</li> <li>▪ Post Funding/Execution</li> <li>▪ Apply a robust Risk Management process</li> <li>▪ Manage Contingencies</li> </ul>
16:00 – 16:15	Tea Break	16:00 – 16:15	Tea Break
16:15 – 17:30	<ul style="list-style-type: none"> <li>▪ Value Of Work Done</li> <li>▪ Cost Forecasting</li> <li>▪ Variations to Scope</li> </ul>	16:15 – 17:30	<ul style="list-style-type: none"> <li>▪ Proactive Contract Administration (managing the situation before it happens)</li> <li>▪ Apply a robust Change Management Procedure</li> <li>▪ Diligent and Accurate VOWD measurement and forecasting of works remaining</li> </ul>