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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

2-Day Course on Project Estimation and Cost Control

Organised By: Project Management Technical Division, IEM

REGISTRATION FORM

2-Day Course on

Project Estimation and Cost Control

16 – 17 July 2019 (Rescheduled from 5 – 6 March 2019)

No	Name(s)	M'ship No.	Grade	Fee (RM)*
		SUB TOTAL		
		Add SST @ 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

Date : 16 – 17 July 2019 (Rescheduled from 5 – 6 March 2019)
Venue : Malakoff Auditorium, Ground Floor, Wisma IEM, Petaling Jaya
Time : 8.45a.m - 5.30p.m

BEM Approved CPD Hours = 14.5
Ref. No: IEM18/HQ/530/C

SST 6% is implemented effective from 1 March 2019

REGISTRATION FEE

<u>Grade</u>	<u>Normal</u>	<u>Online</u>
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 : **12 July 2019**
- 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 Estimation and Cost Control

Project Management (PM) knowledge and methodologies have evolved and improved significantly over the last five decades. This in part is attributable to many of the lessons learnt from the successes and failures of projects undertaken by organizations. Mature project management organization practice project estimation and Budget Control but their degree of sophistication vary by industry and value of the project.

Hence our programme introduces the PM framework so that participants have a broader and a clearer contextual understanding of how organisation are structured and project account organised to facilitate project performance trend reporting. Participants are led using the predictive approach to management of projects and the circumstances when the Adaptive approach maybe a more appropriate alternative.

Participants are guided through the PM life cycle and how and why they are repeated through the Project life cycle and in the process, is able to be generically applied across multi-industry, multi discipline and multi-technical domain, each with its unique technical terminology, industry jargon and management processes.

Participants are led through the project selection process using NPV, IRR and payback period approach to project cost estimation, project risk contingency planning and budgeting. Attendees are then led through budget control from commitment control to final payment and how ERP systems segregation of duties facilitate internal control that reduces project “leakage” and enable better overall cost control.

An introduction to cost behaviors plays a big part in understanding and trainees are led with real work examples to see how the understanding of cost behavior help project managers appreciate the underlying records that make up the project progress status report.

Total cost of ownership is discussed with real life examples. It illustrate 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.

Be trained by professionals who have been on the job, mentored others and coached the uninitiate using a commonsense approach made simple through practice, research and comparative study.

Learning objectives

- Understand time value of money to differentiate relative attractiveness of projects
- How life cycle costing is applied when differentiating large capital projects.
- Learn estimation methods
- How to estimate project risk contingencies
- How Earned value indicate project progress

Expected learning outcome

- Understand and apply:
- Project estimation & Budgeting
- Commitment & Budget control
- Project ERP as a project control tool
- Using EVM to report progress
- Total cost of ownership/LCC
- NPV/IRR/Payback period tools
- Basic knowledge of financing

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 Systems Analysis & Design

- Immediate Past President, Project Management Institute – Malaysia Chapter (Max 5 terms)
- 2 term Adjunct Professor of 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	PM Contextual framework	08:45 – 10:45	Explain the EVM graph to a layman Life cycle Costing – Simple test Project Selection & its challenges Using NPV/IRR/Payback period tool
10:45 – 11:00	Tea Break	10:45 – 11:00	Tea Break
11:00 – 13:00	Project Cost Estimation Project contingencies & Provision	11:00 – 13:00	Cost Behaviour & how to use BEP Project Cost Accounting & Control
13:00 – 14:00	Lunch Break	13:00 – 14:00	Lunch Break
14:00 – 16:00	Project Budgeting Project Cost 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 at Completion, Actual Cost & EV SPI/CPI, SV and CV & their causes	16:15 – 17:30	Lessons learned Summary

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.

