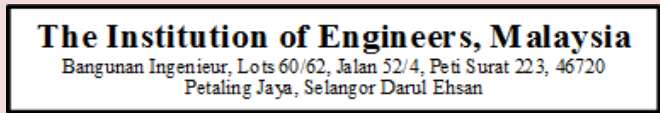


Chairman,
 Project Management Technical Division,
 The Institution of Engineers Malaysia,
 Lots 60 & 62, Jalan 52/4, P.O. Box 223 (Jalan Sultan),
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 Tel: 03-7968 4001/2 Fax to 03-7957 7678 Email: zainun@iem.org.my



REGISTRATION FORM

**2-Day Course On Good Project Management Practices
 For Successful Project Delivery
 10 & 11 July 2019 (Wednesday & Thursday)**

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

**2-DAY COURSE ON GOOD PROJECT
 MANAGEMENT PRACTICES FOR
 SUCCESSFUL PROJECT DELIVERY**

Organised By: Project Management Technical Division, IEM

Date : 10 & 11 July 2019 (Wednesday & Thursday)
 Venue : Malakoff Auditorium, Ground Floor, Wisma IEM,
 Petaling Jaya
 Time : 8.45a.m - 5.30p.m

BEM Approved CPD Hours = 14
 Ref. No: IEM18/HQ/444/C

SST 6% is implemented effective from 1 March 2019

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 : **5 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

Projects are undertaken by organizations as an important means to achieve strategic business goals. Adopting a structured and integrated approach to project management is proven to be critical to the success of project as well as organization. This course gives the essence of project management, especially suitable for those who intend to gain a fundamental but solid grounding on project management. You will learn the structured and integrated approaches, processes, tools and techniques that are applicable to managing each phase of the project life cycle. The course contents are closely referenced to the Project Management Body of Knowledge, PMBOK® Guide (5th Edition) of the PMI. This 2-day intensive course is both practical and interactive, supplemented with useful exercises, working examples and hands-on applications.

Benefits

- Gain the essence of project management especially the important concepts, principles, processes, skills, knowledge, tools and techniques.
- Learn the structured and integrated approach to initiating, planning, executing, monitoring & controlling and closing out projects.
- Acquire project management technical skills for linking project objectives to organization goals and stakeholder needs, developing an integrated project management plan, instituting a work authorization and execution system, and forming a control and monitoring mechanism.
- Learn to develop Project Charter, SMART Objectives, Project Scope, Work Breakdown Structure, Schedule Network Diagram, Schedule Plan with Critical Path Analysis and Schedule Compression techniques as well as Project Budget.
- Acquire useful techniques to estimate project costs and schedules as well as forecast project completion time and costs.
- Learn how to identify, assess and mitigate project risks with risk response plan.
- Understand the role and selection of project manager as well as project organization structure.
- Acquire or enhance project management people skills in communication, leadership, motivation, team building and conflict resolution.
- Network and share knowledge and experience with other participants.

About The Course Leader

Dato' Ir. Dr. Ahmad Anuar bin Othman, PEng, FIEM, MIQM, CCPM, PMP graduated with a Doctorate in Project Management. He received Master of Science in Construction Management from University of Birmingham. He earns his Bachelor Degree in Civil Engineering from State University of New York.

Dato' Ir. Dr. Ahmad Anuar bin Othman is a Project Management Professional (PMP) registered with Project Management Institute USA. He has more than 20 years experience and has been actively involved in promoting Project Management knowledge through developing and delivering training programmes. He is also a Certified Construction Project Manager with CIDB. He also serves as a Member in Panel of Assessors in the Malaysian Construction Industry Excellence Awards under CIDB since 2014. He is a certified Quality System Senior Auditor and registered Quality System Consultant. He is currently the Chairman of Project Management Technical Division of IEM, a council member and serves as Board member in Board of Engineers Malaysia. Currently he is Director, Special Project Section at Department of Irrigation and Drainage.

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.

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">▪ IntroductionProject Management - OverviewProject Success and Failures▪ FundamentalProject Definition & CharacteristicsProject Management DefinitionProject Life-cycleOrganization Structure	08:45 – 10:45	<ul style="list-style-type: none">▪ Project Quality ManagementPlan Quality ManagementPerform Quality assuranceControl Quality▪ Project Human Resource ManagementPlan Human Resource ManagementAcquire Project TeamDevelop Project TeamManage Project Team
10:45 – 11:00	Tea Break	10:45 – 11:00	Tea Break
11:00 – 13:00	<ul style="list-style-type: none">▪ Project EconomicBusiness CaseProject Appraisal – PV, NPV, IRR.Reasons for Project▪ Project Integration ManagementDevelop Project CharterProject Statement of Work (SOW)Project Management PlanDirect & Manage Project WorkMonitor and Control Project WorkPerform Integrated Change Control	11:00 – 13:00	<ul style="list-style-type: none">▪ Project Communication ManagementPlan Communication ManagementManage CommunicationsControl Communications▪ Project Risk ManagementPlan Risk ManagementIdentify RisksPerform Qualitative Risk AnalysisPerform Quantitative Risk AnalysisPlan Risk ResponsesControl Risks
13:00 – 14:00	Lunch Break	13:00 – 14:00	Lunch Break
14:00 – 16:00	<ul style="list-style-type: none">▪ Project Scope ManagementPlan Scope ManagementCollect RequirementsDefine ScopeCreate WBS▪ Project Time ManagementDefine ActivitiesSequence ActivitiesEstimate Activity DurationsDevelop ScheduleControl Schedule	14:00 – 16:00	<ul style="list-style-type: none">▪ Project Procurement ManagementPlan Procurement ManagementConduct ProcurementControl ProcurementsClose Procurements▪ Project Stakeholders ManagementIdentify stakeholdersPlan Stakeholder ManagementManage Stakeholder EngagementControl Stakeholder Engagement
16:00 – 16:15	Tea Break	16:00 – 16:15	Tea Break
16:15 – 17:30	<ul style="list-style-type: none">▪ Project Cost ManagementPlan Cost ManagementEstimate CostsDetermine BudgetControl Costs	16:15 – 17:30	<ul style="list-style-type: none">▪ Rescue The Problem ProjectWhat is a red project?What is project recovery?Recovery ProcessGood Recovery Manager