

Chairmen,
Seniors Special Interest Group & Project Management Technical Division,
The Institution of Engineers Malaysia,
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REGISTRATION FORM

PROJECT PLANNING & SCHEDULING

-Including MS Project Software Practice (22-23 July 2019)

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

(Photocopies are acceptable)

*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'.

Contact Person: _____ Designation: _____

Name of Organization: _____

Address: _____

Telephone No.: _____ (O) _____ (Fax)

_____ (H) _____ (HP)

Email: _____

Signature & Stamp

Date

IMPORTANT: Participants are required to bring their own laptops loaded with Spreadsheet and Microsoft Project 2013 or later version software. Free trial versions of MS Project software can be downloaded from internet.



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 Planning & Scheduling

-Including MS Project Software Practice



Organised By:

Seniors Special Interest Group and Project Management Technical Division, IEM

Date : 22 - 23 July 2019

**Venue : TUS Lecture Room, Second Floor,
Wisma IEM, Petaling Jaya, Selangor**

Time : 8.30 a.m. - 5.30 p.m.

BEM Approved CPD/PDP Hours: 13

Ref No: IEM/HQ/197/C

SST 6% is implemented effective from 1 March 2019

REGISTRATION FEE

GRADE	Normal (RM)	Online (RM)
IEM Student Member	300.00	250.00
IEM Graduate Member	600.00	500.00
IEM Corporate Member	900.00	800.00
Non IEM Member	1500.00	1400.00

IMPORTANT NOTES

- Closing Date : **19 July 2019**
- 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

Master the fundamentals of Project Planning and Scheduling in 2 days! Complemented by using Microsoft Project Software Applications Tool.

Studies have shown that the success rate of projects will increase when a systematic and structured approach to project Planning, Scheduling and Budgeting is adopted, aided by the use of software application tools. Get a solid understanding of state-of-the-art project planning and scheduling tools & techniques based on PMBOK Guide to get the project done on time, within budget, scope and quality.

Unlike other workshops, this program combines a 1-day theoretical and 1-day practical approach by emphasizing the essential principles with case studies, examples, hands-on exercises and templates complemented by practicing popular Microsoft Project software tool.

Benefits/Objectives

- Master fundamental project management knowledge, skills, tools & techniques with cross references to world class standard in USA-based Project Management Institute's body of knowledge PMBOK®.
- Understand & apply the best practices in Planning, Scheduling, Budgeting, Reporting and Tracking Progress.
- Avoid costly mistakes by gaining an insight into the success & failure factors of projects
- Develop SMART Objectives, Work Breakdown Structure, Quality Objectives, Project Plan, Schedule, Risk Plan & Subsidiary Plans
- Develop network diagrams to analyse Critical Path and compress project duration
- Estimate project costs and budget using simple, proven techniques
- Assess and mitigate project risks
- Learn and apply hands-on relevant basic MS Project software applications in developing Project Plan, Schedule, Reports, Budget and Tracking Progress..
- Networks with other participants and shares valuable experiences

About The Course Leader



Ir. Frankie Chong (B.Sc., MBA, P.Eng, MIEM, PMP®), a professional engineer with an in-depth knowledge and more than 30 years of working experience in managing small and large projects in various industries. His main areas of work experience include project management & consultancy, engineering operations, technical developments, business re-engineering, education and training.

He specializes in conducting Project Management seminars and training for MNCs and SMI companies, locally and internationally. Hundreds of participants have benefited from his training which is knowledge and skill-based, highly interactive, and complemented with applications and real-life case studies.

Currently, he holds the following credentials:

- A certified PMP® (Project Management Professional No. 512593) credential from PMI (USA)
- A certified trainer registered with the government Human Resource Development Fund (PSMB)
- Construction Industry Development Board (CIDB) Certified Construction Project Manager, panel expert & trainer in National Competency Standard in construction project management
- Current Chairman of SSIG, IEM. Past Chairman and Adviser of the Institution of Engineers Malaysia Project Management Technical Division
- Chief Paper Examiner of a U.K University project management module.

Course Schedule & Outline (8.30am – 5.30pm)

DAY 1: PROJECT PLANNING & SCHEDULING SEMINAR

Module 1: Introduction And Key Concepts

- Definitions, Characteristics and Framework of Project Management
- Triple Constraints & Trade-offs
- Project Life Cycle Phases, SDLC and Processes
- Success and Failure factors
- De-facto standards and methodology
- Project Business Case & Feasibility Study
- Project Selection Method

Module 2: Project Planning & Scheduling

- Develop Project Plan
- Goals/Objectives / Collect Requirements
- Define Scope / Create Work Breakdown Structure
- Define & Sequence Activities
- Estimate Activity Resources & Durations
- Develop Network Diagram & Project Schedule
- Estimate Costs & Determine Budget / Assign Responsibilities using RAM
- Gantt chart, CPM, PERT Analysis & Compression techniques.

Group Exercise/Assignment/Presentation

Groups will work on a real project and develop in a step by step manner a Project Schedule and Project Budget.

Module 3: Subsidiary Plans

- Create Quality Plan
- Create HR Plan
- Create Risk Plan
- Create Communication Plan
- Create Stakeholder Plan

Group Exercise/Assignment/Presentation

Groups will develop subsidiary plans for the selected Project using templates provided.

DAY 2 MICROSOFT PROJECT 2013/2016 PRACTICAL

1. A guided tour of Project
2. Starting a new plan
3. Building a task list
4. Setting up resources
5. Assigning resources to tasks
6. Formatting and sharing your plan
7. Tracking progress
8. Exercise / Assessment - Building A Factory

Who Could Benefit From the Course

- Project Engineers
 - Project Executives
 - Quantity Surveyors
 - Site Supervisors
 - Contractors and sub-contractors
- Project Managers
Project Architects
Site Managers / Site Agents
Developers