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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 MANAGEMENT FOUNDATION & PRACTICES : For Managing Electrical and Electronics Projects

Organised By: Project Management Technical Division, IEM

Date : 10 & 11 July 2019 (Tuesday & Wednesday)

Venue : Auditorium Tan Sri Prof. Chin Fung Kee, 3rd Floor, Wisma IEM
Petaling Jaya

Time : 8.45a.m - 5.00p.m

REGISTRATION FORM

2-Day Course On Good Project Management Foundation & Practices : For
Managing Electrical and Electronics Projects
10 & 11 September 2019 (Tuesday & Wednesday)

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 Only'
only'. I/We understand that the fee is not refundable if I/We withdraw after the
application is accepted by the Organising Committee as stated in the acceptance term.
If I/We fail to attend the seminar, the paid registration fee will not be refunded.

Contact Person: _____

Name of Organization: _____

Address: _____

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

_____ (H) _____ (HP)

Email: _____

Signature & Stamp

Date

Photocopies are acceptable

BEM Approved CPD Hours = 12 CPD
BEM19/HQ/352/C

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 : 4 September 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 :

To stay competitive in today's business, organizations are finding ways to outdo their rivals with more efficient business solutions, ranging from delivering projects in order to meet shorter time to delivery, to establishing a more cost-effective project management process and business excellence. It is imperative that such implementation accomplished with a high degree of precision, with minimal wastage and timeliness, and therefore effective project management skills and techniques are crucial in accomplishing these project management tasks to meet company and project objectives and goals.

This course provides the essentials of project management principles and practices as they relate to engineering design, procurement and development activities. A project case study is included to demonstrate the basic concept and necessary skills on handling new product launch. Participants will team up in small groups for the case study such that they will get the opportunity to brainstorm, discuss, synergize, get consensus and present the agreed solution.

This course provides the necessary foundation for participants to accelerate the career and personal development in their pursuit to excel in project management. This course is designed specifically to meet the needs of New Project Leaders/Managers and Project Team Members. It covers the five project management process groups and ten knowledge areas known as the Project Management based on the framework of the Project Management Institute (www.pmi.org) - A Guide to the Project Management Body of Knowledge (PMBOK® Guide), project management processes and usage of project management tools and techniques. The 2-day comprehensive course lays a solid foundation for project success.

With the knowledge and skills acquired at the end of the training, participants will be able to effectively plan, execute and close out projects from initiation to closure. They can also adapt or adopt the various Project Management tools introduced in the class and use it to achieve their departmental goals.

Benefits And Objectives:

The objectives of this class are to equip project stakeholders with systematic project management approaches on initiate, plan, implement and close out project activities. It will also align project members to deliver project goals and objectives; establish common project management language and basic understanding.

The Key Learning Points Includes:

- Master the five fundamental project management processes (viz. project initiating, project planning, project executing, project monitoring/controlling and project closing), concepts, tools and techniques; also the procedure and concepts of project management
- Set realistic, measurable SMART goals and ensure positive results; know what are the key project success factors
- Develop work breakdown structure (WBS); planning of work packages
- Estimate project cost and schedule using simple and proven techniques (Network Diagrams & Critical Path)
- Assign team member responsibilities
- Track project performance using Milestone tracking, S-curve, Earned Value Management (EVM)
- Handle project change management effectively
- Establish good control, monitoring and communication systems.

Methodology :

The course structure is based on PMBOK® Guide from the Project Management Institute, www.pmi.org. Classroom lectures, experience sharing, case studies, exercises and quiz are included to enhance the learning process.

With the knowledge and skills acquired at the end of the training program, participants will be able to plan and manage projects from project initiating to closing. They can utilize and customize various project management tools introduced in the class to be used in their organizations.

Programme Outline :

The program concentrates on the PMI® 5 fundamental project management process groups that are applicable to a project of any size and nature.

(1) Project Initiating

The program will start with an overview of the project management process and cycle; what are the key milestones that need to be considered, and from there formulate a smart goal and plan. Setting clear project scope, time and cost are the base stones. The importance of the project charter and project requirement document forms part of the critical aspects to ensure project success.

(2) Project Planning

Adequacy of a project plan will determine the project success or failure. Extra effort is needed in this stage to ascertain the project is carried out smoothly. The selection of a competent leader to manage the project serves as an essential factor, while proper organization structure, clear work breakdown structure and responsibility, plus detail schedule planning define the overall project framework. It is always important to have a proper channel on communicating the project status among team members and stakeholders. Potential risks inside the project need to be addressed as early as possible.

(3) Project Executing

Having a good plan does not mean the project will be successful automatically. The ability to “walk the talk” effectively will lead to the project goals. It is important to have a room to develop the project team and manage closely any change and risk in between.

(4) Project Monitoring and Controlling

Close monitor and control over the project life cycle cannot be neglected. Continued effort on assessing and controlling the project performance is part of the important process to achieve goals, especially in the event of exceeding original budget, and changes that require fulfilling the customer or marketing needs.

(5) Project Closing

Most people forgo the importance of closing out the project completely. At close out stage, the project scope is verified, customer acceptance is received, and both good and bad lessons are captured.

Target Audience :

New Project Managers, Project Leaders, Project Coordinators, Project Expeditors, Program Managers, Project Engineers, Architects, Surveyors, Planners, Designers, Consultants, Contractors, Accountants, ICT Professionals and all the project stakeholders in project environment.



About The Course Leader :

Ir. Dr. Mui Kai Yin PhD, MSc, BEng (Hons), PEng, ASEAN Eng, APEC Eng, IntPE, MIEM, MAFEO, MACPM, CTM, CSM, PMP, PKT, PJK

- Consultant & Project Director of CAREER GROWTH S/B (2018-Now)
- Past Chairman of IEM Penang Branch (2016-2019)
- Chairman of IEM Penang Branch (2014-2016)
- Vice Chairman of IEM Penang Branch (2010-2014)
- Honorary Secretary cum Treasurer of IEM Electronic Engineering Technical Division (2008-2009 & 2018-2019)
- Committee of IEM Electronic Engineering Technical Division (2009-

2019)

- Director-at-Large of Project Management Institute (PMI) Malaysia Chapter Northern Branch (2017-2018)
- Council Member of the Institution of Engineers Malaysia (2019-2022)
- Standing Committee of IEM Admission and Practical Training (2019-2020)
- Standing Committee of IEM Examinations and Qualifications (2019-2020)

Dr. Mui graduated from the University of Sunderland, UK with an Honours degree in Bachelor of Engineering (BEng (Hons) in Mechanical Engineering). Thereafter, he continued and completed his postgraduate degree from the University of Warwick, UK with a Master of Science (MSc in Advanced Mechanical Engineering). He also holds a Doctor of Philosophy Degree (PhD in Management) from the Atlantic University, USA; with research thesis on Multi-National Corporation Employee Retention - Human Resource Management.

He had more than 22 years of working experience on leading and managing various project portfolios in the Electronics, Telecommunication, Automotive and Construction industries, professional development, as well as non-for-profit organizations and led 100 local and global new product launch/projects successfully.

One of the significant projects he led is the design and build of one of the world's largest solar cell manufacturing plant in Malaysia (>MYR 1 billion investment). In this portfolio, he was the overall leader in Engineering, Procurement and Construction Management (EPCM) functions on behalf of the client, and managed >100 project team members and relevant stakeholders from diverse cultures and background. This project received the Institution of Engineers, Malaysia (IEM) excellence award in 2012.

Dr. Mui carries a few credentials with him; he is a certified Project Management Professional (PMP®) with the Project Management Institute (PMI®), USA (www.pmi.org). A licensed Professional Engineer with practicing certificate with the Board of Engineers, Malaysia (www.bem.org.my), and a corporate member of the Institution of Engineers, Malaysia (www.iem.org.my). He is also a registered ASEAN Engineer and Honorary Member of the ASEAN Federation of Engineering Organization (www.aer.afeo.org). He has been an active member of the institution, involved in organizing various technical activities for the local branch members. He was the chairman of the IEM Penang Branch (2014-2016) and is currently the past chairman of the IEM Penang branch (2016-2019). He is also the honorary secretary cum honorary treasurer, committee member of the IEM Electronic Engineering Technical Division, eETD (2009-2019). And, currently the Council Member of the Institution of Engineers Malaysia (2019-2022), Standing Committee of IEM Admission and Practical Training (2019-2020), and Standing Committee of IEM Examinations and Qualifications (2019-2020).

Today, Dr. Mui focusing on providing project management training, coaching and consulting services to the local and oversea clients. He is currently the subject matter expert for the Project Management Professional (PMP®) exam preparation boot camp, helping aspirant Project Managers and Leaders to prepare and pass the PMP® credential exam. To-date, he and his organization trained >1,000 PMP® candidates, and >10,000 project stakeholders.

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.

POSTPONED UNTIL FURTHER NOTICE

