

**Chairman,
Project Management Technical Division,
The Institution of Engineers Malaysia,
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REGISTRATION FORM

2-Day Course on Good Project Management Foundation & Practices: For Managing Electrical and Electronics Projects

4 & 5 February 2020 (Tuesday & Wednesday)

Closing Date: 31st January 2020

| No | Name(s) | M'ship No. | Grade |
|----|---------------|------------|-------|
| | | | |
| | | | |
| | SUBTOTAL | | |
| | 6% SST | | |
| | TOTAL PAYABLE | | |

***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 Bank Account No. : 640320010020215, Bank Name: Alliance Bank Malaysia Berhad (Should payment is made, kindly email the ‘bank-in-slip’ to IEM for verification before the event) 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 PROJECT MANAGEMENT FOUNDATION & PRACTICES : For Managing Electrical and Electronics Projects

ORGANISED BY: PROJECT MANAGEMENT TECHNICAL DIVISION, IEM

Date : 4th & 5th February 2020 (Tuesday & Wednesday)

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

Time : 9.00 a.m - 5.00 p.m

BEM Approved CPD Hours = 12 CPD
Ref. No: IEM19/HQ/352/C

REGISTRATION FEES (SST shall be at 6% with effect from 1 Mar 2019)

| | ONLINE | NORMAL (Offline) |
|----------------------|--------------------|--------------------|
| IEM Student Member | RM200.00 | RM250.00 |
| IEM Graduate Member | RM450.00 | RM500.00 |
| IEM Corporate Member | RM650.00 | RM700.00 |
| Non-IEM Member | RM 1,200.00 | RM 1,300.00 |

Terms & Conditions:

- NO online registration will be allowed after the Closing Date

Cancellation Policy

- No cancellation will be accepted prior to the date of the event. However, replacement or substitute may be made at any time with 7 days prior notification and substitute will be charged according to membership status.

“IEM reserves the right to alter or cancel the programme due to unforeseen circumstances at its discretion’. For intending participants who choose to ‘walk in without prior registration’, IEM SHALL NOT be responsible for any direct or consequential losses”.



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 knowledge of 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 manage 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 off with an overview of the project management process and cycle; what are the requirements that need to be considered, and from there formulate a smart goal to achieve. 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.

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 :

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 projects 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 and managed was 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 who led the Engineering, Procurement and Construction Management (EPCM) functions on behalf of the client, and managed >100 project team members and relevant stakeholders from diversify 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).