



The Institution of Engineers, Malaysia

2 DAY COURSE ON PROJECT PLANNING & SCHEDULING

– Including MS Project Software Practice



Organised by:

Young Engineers Section (YES), IEM

BEM Approved CPD: 13 Hours

Ref No: IEM19/HQ/544/C

Date : 24 – 25 February 2020 (Monday & Tuesday) (*Rescheduled from 8-9 Jan 2020*)
Time : 9.00 am – 5.30 pm
Venue : C&S and TUS Lecture Room, 2nd Floor, Wisma IEM, Petaling Jaya, Selangor
Speaker : Ir. Frankie Chong (B.Sc., MBA, P.Eng, MIEM, PMP®)

IMPORTANT:

Participant is required to bring own laptop loaded with Spreadsheet and Microsoft Project 2013 or later version software. Free trial versions of MS Project software can be downloaded from internet.

FULL PAYMENT must be settled before commencement of the seminar, 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 nonrefundable. The Registration Fee includes lecture notes, refreshment and lunch.

For **ONLINE REGISTRATIONS**, only **ONLINE PAYMENT** is applicable [via RHB and Maybank2u – Personal Saving & Personal Current; Credit Card - Visa/Master. Please note that payment **MUST** be made **BEFORE the closing date**. If payment is not received within the stipulated time, the registration fee will be reverted to the normal registration fee.

Payment via CASH / CHEQUE / BANK-IN TRANSMISSION / BANK DRAFT / MONEY ORDER / POSTAL ORDER / LO / WALK -IN will be considered as **NORMAL REGISTRATION**

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.



Closing Date: 20 February 2020

Register and pay online at www.myiem.org.my

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

Who Could Benefit From the Course

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

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 CONTENT

<p style="text-align: center;">DAY 1</p> <p style="text-align: center;">PROJECT PLANNING & SCHEDULING</p>	<p style="text-align: center;">MODULE 1: Introduction and Key Concepts</p> <ul style="list-style-type: none"> • 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 	<p style="text-align: center;">MODULE 2: Project Planning & Scheduling</p> <ul style="list-style-type: none"> • 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. <p>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.</p>	<p style="text-align: center;">MODULE 3: Subsidiary Plans</p> <ul style="list-style-type: none"> • Create Quality Plan • Create HR Plan • Create Risk Plan • Create Communication Plan • Create Stakeholder Plan <p>Group Exercise/ Assignment/Presentation Groups will develop subsidiary plans for the selected Project using templates provided.</p>
<p style="text-align: center;">DAY 2</p> <p style="text-align: center;">MICROSOFT PROJECT 2013/2016 PRACTICAL</p>	<ol style="list-style-type: none"> 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 		

TENTATIVE PROGRAMME

Time	Day 1	Day 2
08.30 am - 09.00 am	Registration	
09.00 am – 10.30 am	Session 1	Session 1
10.30 am – 10.45 am	Tea Break	Tea Break
10.45 am – 12.30 pm	Session 2	Session 2
12.30 pm – 01.30 pm	Lunch	Lunch
01.30 pm – 03.30pm	Session 3	Session 3
03.30 pm – 03.45 pm	Tea Break	Tea Break
03.45 pm – 05.30 pm	Session 4	Session 4



REGISTRATION FORM

2 Day Course on Project Planning & Scheduling

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24 & 25 February 2020, Wisma IEM, PJ

CLOSING DATE:
20 FEB 2020

Email: natasha@iem.org.my Fax : 03-7957 7678 Website: www.myiem.org.my

IEM Membership Grade	Online (Register via IEM website)	Normal Registration
Student Member	RM 250.00	RM 300.00
Graduate Member	RM 500.00	RM 600.00
Corporate Member	RM 800.00	RM 900.00
Non Member	RM 1400.00	RM 1500.00

No	Name (s)	M'ship No	M'ship Grade	Fees (RM)
1				RM
2				RM
3				RM
				Add 6% SST
				Sub total
				Total Payable

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.

PAYMENT DETAILS

☐

Cash RM _____

☐

Cheque no. _____ for the amount of RM _____ (nonrefundable) and made pay able to:
"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)

Name of Organization:

Address:

Tel (Off) : Tel (HP) :

Fax No. : E-mail:

Contact Person: Designation:

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.

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Signature & Stamp

.....
Date

If you require further details or clarifications kindly contact the IEM Secretariat at:

The Institution of Engineers, Malaysia

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