

Chairman,
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REGISTRATION FORM
WEBINAR ONE DAY COURSE ON
PROJECT SCHEDULE MANAGEMENT

Date : 18th February 2021 (Thursday)-rescheduled from 15th December 2020

(Closing Date: 11th February 2021)

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

PAYMENT DETAILS :

Cash RM _____
 Cheque no. _____ for the amount of RM _____ (non refundable) and made payable 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)

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 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. The Registration Fee includes lecture notes, refreshment and lunch.

For **ONLINE REGISTRATIONS**, 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.

Contact Person: _____ Designation: _____

Name of Organization: _____

Address: _____

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

_____ (H) _____ (HP)

Email: _____

 Signature & Stamp

 Date

Photocopies are acceptable



WEBINAR
ONE DAY COURSE ON
PROJECT SCHEDULE MANAGEMENT

BEM APPROVED FOR CPD / PDP : 7 REF. NO: IEM21/HQ/012/C(w)

Organised by:

Project Management Technical Division, IEM

Date : 18th February 2021 (Thursday)
 -rescheduled from 15th December 2020

Time : 9.00am – 5.30pm
 Speaker : Ir. Faizal A. Sanusi

Closing Date: 11th FEBRUARY 2021

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.

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.

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

| | ONLINE (Log-in for registration & payment: www.myiem.org.my/member/login.aspx) | NORMAL (Offline) (by fax & email) Payment by cash, credit card and bank-in |
|----------------------|--|---|
| IEM Student Member | RM75.00 | RM90.00 |
| IEM Graduate Member | RM125.00 | RM150.00 |
| IEM Corporate Member | RM200.00 | RM225.00 |
| Non-IEM Member | RM480.00 | RM540.00 |



"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

One of the primary criteria for project success is the completion of the project within the sanctioned project completion date. To achieve this, a structured methodology is necessary to manage the schedule comprising the planning and controlling of the schedule. Project Schedule Management is a Project Management discipline that is deeply integrated with other facets of the project such as Project Cost Management, Project Financing and Risk Management.

Short exercises covering key concepts will be carried out to ensure that participants obtain the benefits of the course. The course is fashioned to be pragmatic and applicable to projects in any industry. Project Schedule Management is a strategic tool for large magnitude and complex projects and hence this course would be extremely relevant for project stakeholders who have KPIs of cost and time which are highly constrained in this economic environment.

SPEAKER'S PROFILE

Ir. Faizal A. Sanusi has served the Project Management Technical Division in IEM since 2005, including as its Chairman in 2012. He has a bachelor's degree in Civil Engineering from the George Washington University, USA in 1988, and an MBA from Open University, Malaysia in 2005. His engineering and project management experiences span across the oil & gas and building industry since he began his career 30 years ago. In his career he has performed various role ranging from design engineer, resident engineer, project engineer and project



Some of his notable career highlights as follows:

- Project Advisor and Project Service Manager for Oil & Gas Exploration & Production of MNCs
- Project Services Division Head for a local offshore Oil & Gas Service Provider
- Project Manager for the Malaysian Securities Commission 4 star intelligent building project
- Director of a local facilities management company overseeing oil & Gas O&M project



| Tentative Program | |
|------------------------|--|
| Time | Description |
| 8.30am – 9.00am | Registration and welcome reception |
| 9.00am – 10.30am | The Purpose of Schedule Management: <ul style="list-style-type: none">• Application of Schedule Management in the various Project Phases• Who does Schedule Management? |
| 10.30 – 10.45am | Tea Break |
| 10.45am – 11.45am | Modelling the Project <ul style="list-style-type: none">• Planning the Project (the project objectives, deliverables, constraints)• Work Breakdown Structure• Duration Estimation• Activity Scheduling Logic• Considerations when building the project model• Project Schedule Approval and Baselineing |
| 11.45am – 1.00pm | Modelling the Project <ul style="list-style-type: none">• Establishing Weightages• Measurement metrics• Collecting Data |
| 1.00pm – 2.00pm | Lunch |
| 2.00pm – 3.00pm | Schedule Reporting - typical report contents and making sense of it <ul style="list-style-type: none">• Planned, Current and Actual Data• Cost S Curve and Progress S Curve• Critical Milestone dates and Critical Path Diagrams• Run-down Curves• Frequency of Reporting |
| 3.00pm – 3.45pm | Special Consideration <ul style="list-style-type: none">• Probabilistic Schedule Analysis• Formulation of the Planning Package• Contractual Tools or Mechanisms to encourage Project Schedule Control compliance• Managing Scope Changes in Schedule Control |
| 3.45pm – 4.00pm | Afternoon Tea Break |
| 4.00pm – 5.30pm | When is the Schedule Management Function Critical? |
| 5.30pm | End of Seminar |