

2-Days Workshop on

AVOIDANCE OF PROJECT DELAYS & COST OVERRUNS AIDED BY MS PROJECT SOFTWARE

Date: 3rd – 4th July 2023

Rescheduled from 8th – 9th May 2023

Time : 9.00 am – 6.00 pm

Venue
Auditorium Malakoff, Wisma IEM, Petaling Jaya

Speaker
Ir. Frankie Chong Kwet Hin

CPD Hours : 15 CPD Ref No : IEM23/HQ/070/W

REGISTRATION FEES		
	ONLINE	NORMAL (Offline)
IEM Student Member	RM 250.00	RM 280.00
IEM Graduate Member	RM 500.00	RM 600.00
IEM Corporate Member	RM 800	RM 900
Non-IEM Member	RM 1600	RM 1700
<i>Online fee: Log-in for registration & payment at www.myiem.org.my/member/login.aspx Normal fee: by fax & email, Payment by cash, credit card and bank-in</i>		

Organised by: Seniors Special Interest Group (SSIG)

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.

"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".



2-Day Workshop
**AVOIDANCE OF PROJECT
DELAYS & COST OVERRUNS
AIDED BY MS PROJECT
SOFTWARE**



SYNOPSIS

A systematic approach to Project Planning & Scheduling, coupled with an optimum application of Cost-Benefit Analysis, Compression Techniques, Earned Value Analysis, and MS Project Software tools can lead to the avoidance of project delays and cost overruns.

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

This program includes 1-day basic training on the MS Project software tool, which will be used to assist in the avoidance of Project delays and cost overruns.

BENEFITS / OBJECTIVES



- Comprehension of fundamental project management knowledge with cross-references to PMBOK®, a world-class standard in Project Management.
- Understand & apply the best practices and skills in Planning, Scheduling, and Budgeting, including tools and techniques like Cost Benefit Analysis, Critical Path Analysis, Compression Techniques, and Earned Value Analysis with emphasis on avoidance of Project delays and cost overruns.
- Avoid costly mistakes by gaining an insight into the success & failure factors of projects.
- Develop SMART Objectives, Work Breakdown Structure, Quality Objectives, Project Plans, Schedule & Subsidiary Plans.
- Develop network diagrams to analyze Critical Path and compress project duration.
- Estimate project costs and budgets using simple, proven techniques.
- Learn and apply hands-on relevant basic MS Project software applications in developing Project Plans, Schedules, Budgets, and Reports.
- Networks with other participants and shares valuable experiences.

WHO SHOULD ATTEND

Project Executives/Leaders/Analysts/Managers/ Directors, GM, Engineers, Architects, IT Professionals, Contractors, QS, Consultants, Scientists, Product Managers, Program Managers, Event Organisers, Business Execs, and any person involved in managing any type of project in any industry.

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

COURSE OUTLINE

 DAY 1 PROJECT PLANNING & SCHEDULING SEMINAR	 DAY 2 MICROSOFT PROJECT PRACTICAL
<p>8.30 am – 9.00 am – Registration</p> <p>9.00 am – 10.30 am 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, PMLC, and Processes • Success and Failure factors • De-facto standards and methodology • Survey on best practices in Malaysia • Project Business Case, Financial Measurement, Cost Benefit Analysis, ROI, NPV, & Feasibility Study • Project Selection Method • Project Charter <p>10.30 am – 10.45 am – Tea break</p> <p>10.45 am – 1.00 pm MODULE 2: PROJECT PLANNING & SCHEDULING</p> <ul style="list-style-type: none"> • Develop a Project Plan • Goals/Objectives • Collect Requirements • Define Scope • Create a 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. • Earned Value Analysis <p>1.00 pm – 2.00 pm – Lunch</p> <p>2.00 pm – 3.30 pm GROUP EXERCISE/ASSIGNMENT/PRESENTATION</p> <p>Groups will work on a real project and develop in a step-by-step manner a Project Plan with Objectives, Scope definitions, Work Breakdown Structure, Network Diagrams, Project Schedule, and Project Budget.</p> <p>3.30 pm – 3.45 pm – Tea Break</p> <p>3.45 pm – 6.00 pm MODULE 3: OVERVIEW OF SUBSIDIARY PLANS</p> <ul style="list-style-type: none"> • Quality Plan • HR Plan • Risk Plan • Communication Plan • Stakeholder Plan 	<p>9.00 am – 10.30 am</p> <ol style="list-style-type: none"> 1. A guided tour of Project <ul style="list-style-type: none"> • The Project interface • The Backstage view • The ribbon and tabs • Views / Reports 2. Starting a new plan <ul style="list-style-type: none"> • Starting a new plan, and setting its start date • Setting nonworking days in the project calendar • Entering the plan's title and other properties 3. Building a task list <ul style="list-style-type: none"> • Entering task names/durations/milestone • Creating summary tasks to outline the plan • Creating task dependencies with links • Switching task scheduling from manual to automatic • Checking the plan's duration and finish date • Documenting tasks with notes and hyperlinks <p>10.30 am – 10.45 am – Tea break</p> <p>10.45 am – 1.00 pm</p> <ol style="list-style-type: none"> 4. Setting up resources <ul style="list-style-type: none"> • Entering work resource names/max capacity/pay rates • Adjusting working time in a resource calendar • Setting up cost resources • Documenting resources with notes 5. Assigning resources to tasks <ul style="list-style-type: none"> • Assigning work resources to tasks • Controlling work when adding or removing resource assignments • Assigning cost resources to tasks • Checking the plan's duration, cost, and work <p>1.00 pm – 2.00 pm – Lunch</p> <p>2.00 pm – 3.30 pm</p> <ol style="list-style-type: none"> 6. Formatting and sharing your plan <ul style="list-style-type: none"> • Customizing a Gantt Chart view/timeline view/reports • Copying views and reports • Printing views and reports 7. Tracking progress <ul style="list-style-type: none"> • Saving a baseline of your plan • Tracking a plan as scheduled through a specific date • Entering a task's completion percentage • Entering actual values for tasks <p>3.30 pm – 3.45 pm – Tea Break</p> <p>3.45 pm – 6.00 pm</p> <ol style="list-style-type: none"> 8. ASSIGNMENT/ASSESSMENT <ul style="list-style-type: none"> • Participants will be provided with a selected project outline for them to create, develop and schedule a project plan, using the knowledge they have learned. 9. SUMMARY AND CONCLUSION

*** IEM reserves the right to postpone, reschedule, allocate or cancel the workshop**



Trainer Profile
Ir. Frankie Chong
(B.Sc. Hons., MBA, P.Eng., MIEM, PMP®)



Ir. Frankie Chong, a graduate of University of Manchester (UK), Professional Engineer, certified PMP® trainer, HRDF and CIDB approved trainer, international speaker and professional trainer, has more than 30 years of experience in leading and managing many large and small projects in various industries such as engineering, telecommunication, construction, IT, education, military and finance. Among his many successful achievements, Frankie was instrumental in:

- Developing and implementing multiple nation-wide multi-million dollar engineering, telecommunication infrastructure and construction projects.
- Re-engineering a 2000-user Fault Management Systems serving 4 million telephone customers, which brought about a leap frog improvement in operational efficiency and quality of customer care service.
- Developing industry standards, best practices, methodology and conducting training programs and consultancy services in the project management domain.

Leveraging on his diverse working career and industrial experience as a Controller, Project Director/Engineer, Chief Information Technology Officer in local and international positions, Project Management Consultant, and a Chief Paper Examiner/Lecturer of a U.K. University project management module, Frankie helps MNCs and SMEs improve productivity and effectiveness by providing strategic training and consulting services in the areas of Project Management & Methodology, Business Development, Business Process Re-Engineering, PMP® & CAPM® Certifications, Applied Project Management, Microsoft Project software applications, Project Risk Management, Project Leadership and Communication & Supervisory Management.

Some of his clients include Telekom Malaysia, Tenaga Nasional, Institution of Engineers Malaysia, Construction Industry Development Board, Maybank, MAS, Air Asia, Malaysia Airports Holdings, UEM, SP Setia, IJM Land, MRCB, Nam Fatt, IOI Properties, Berjaya Land, CCC Construction (China), Zhongji Construction (China), PKNS, Muhibbah Engineering, Jimah, Sarawak Energy, Iskandar Development, Sime Darby, Toyota, Petronas, Shell, Prasanara, MRT Corp, Sapura, BT, North Port, PTP, Bintulu Port, Bintulu Development Authority, Maxis, PLUS, MINDEF, Sin Chew, Felda, Dyson, Autokeen, Tan Chong, Proton, MSC Technology Centre, HP, Seagate, Kompakar, EMC, Elektrisola, CTRM, Malaysia NPK Fertilizers, MIM, MMU, UTM, UPM, Nottingham U, iNet263.com (Beijing), Trends.Net (Philippine), Amadeus (Bangkok), TRUE (Bangkok), DST International (Bangkok), Chulalongkorn EIT (Bangkok), Sudan Welfare Ministry, Sudan Electrical Distribution company, VUSTA (Hanoi), EPM, Banglalink (Dakha), Board of Engineers Cambodia and many others.

Hundreds of participants have benefited and have credited his training as stimulating, informative and effective.



Currently, he holds a Professional Engineer (No. 4001) status registered with the Malaysian Board of Engineers, a certified PMP® (Project Management Professional No. 512593) credential from Project Management Institute (USA) and is a certified trainer registered with the government PSMB (Human Resource Development Fund). He is actively involved with the government Construction Industry Development Board, being a Certified Construction Project Manager, panel expert and trainer in National Competency Standard course development program in Construction Project Management.

He is also a member of the Consultative Panel of the Ministry of Finance’s Professional Services Development Corporation, the past Chairman and Adviser of the Institution of Engineers, Malaysia Project Management Technical Division, a commissioned Captain (retired) of Malaysian Territorial Army and a founding member of Malaysian Mensa Society.

CONTACTS:

Tel/Whatsapp: +60133603588

Gmail: frankie2020@gmail.com

Linkedin: <http://www.linkedin.com/in/frankiechong>

Website: <http://www.askconsulting-pm.com>

**2 –DAY WORKSHOP ON
AVOIDANCE ON PROJECT DELAYS & COST OVERRUNS ADDED BY MS PROJECT SOFTWARE**

3rd July 2023 (Monday) & 4th July 2023 (Tuesday)

Closing Date: 26th June 2023

REGISTRATION FEE : 6% SST EFFECTIVE 01ST MARCH 2019		
	ONLINE (Log-in for registration & payment: www.myiem.org.my/member/login.aspx)	NORMAL FEE (RM) (by fax & email) Payment by cash, credit card and bank-in
IEM Student Member	250.00	280.00
IEM Graduate Member	500.00	600.00
IEM Corporate Member	800.00	900.00
Non-IEM Member	1600.00	1700.00

No	Name(s)	Membership No.	Grade	Fee (RM)
SUB TOTAL				
+ 6% SST				
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. : 232-303-911-0,
Bank Name: United Overseas Bank. (SHOULD PAYMENT IS MADE, KINDLY EMAIL THE 'BANK-IN-SLIP' TO IEM FOR VERIFICATION BEFORE THE EVENT FOR EASY REGISTRATION)

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 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 No : _____ (O)

Handphone : _____ (HP) Email: _____

Signature & Stamp _____

Date _____

TERMS & CONDITIONS:

- FOR ONLINE REGISTRATIONS, ONLY ONLINE PAYMENT IS APPLICABLE [VIA RHB AND MAYBANK2U – PERSONAL SAVING & PERSONAL CURRENT ; CREDIT CARD - VISAMASTER.
- PAYMENT VIA CASH / CHEQUE / BANK-IN TRANSMISSION / BANK DRAFT / MONEY ORDER / POSTAL ORDER / LO / WALK -IN WILL BE CONSIDERED AS NORMAL REGISTRATION
- THE ORGANISING 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.

For further details, kindly contact:

The Institution of Engineers, Malaysia

Bangunan Ingenieur, Lots 60/62, Jalan 52/4, P.O. Box 223 (Jalan Sultan), 46720 Petaling Jaya, Selangor

Tel : 603-7968 4001/2 Fax : 603-7957 7678 Email : suriani@iem.org.my