IEM
The Institution of Engineers Malaysia

YES
Young Engineers Section (YES)

2 DAYS WORKSHOP:
PROJECT PLANNING, SCHEDULING & REPORTING

IR. FRANKIE CHONG

Ir. Frankie Chong, a graduate of the 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.

Do not miss this chance!!

WHO SHOULD ATTEND ❓

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

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

Date : 29th & 30th May 2023

Time : 9 a.m. - 5 p.m.

Venue : Malakoff Auditorium in Wisma IEM

BEM Approved : 13

REF No. : IEM23/HQ/117/W

Registration Fee

	Online	Normal
Student Member	RM 250	RM 280
Graduate Member	RM 500	RM 600
Corporat Member	RM 800	RM 900
Non- IEM Member	RM 1600	RM 1700

SYNOPSIS

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

This unique program offers a 1-day seminar and 1-day Basic MS Project software training, with ample case studies, examples, hands-on exercises, and templates.

PROGRAM OUTLINE

DAY 1 (PROJECT PLANNING & SCHEDULING SEMINAR)	DAY 2 (MICROSOFT PROJECT PRACTICE)
Module 1: Introduction and Key Concepts	1.Guided Tour of Project
	2.Starting a New Plan
Module 2: Project Planning and Scheduling	3.Building a Task List
	4.Setting-up Resources
Group Exercise/ Assignments/ Presentations	5.Assigning Resources to Tasks
	6.Formatting and Sharing your Plan
	7.Tracking Progress
Module 3: Subsidiary Plans	8.Assignment/ Assessment
	9.Summary and Conclusion