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REGISTRATION FORM

Essential Project Management

02 – 03 April 2013 at Wisma IEM, Petaling Jaya

Closing Date : 30 MARCH 2013

| No | Name(s) | M'ship No. | Grade | Fee (RM)* |
|----------------------|---------|------------|-------|-----------|
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| | | | | |
| | | | | |
| 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'. 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



The Institution of Engineers, Malaysia

2-Day Course On
Essential Project Management

Organised By:

Project Management Technical Division, IEM

Date : 02 – 03 April 2013 (Tuesday & Wednesday)

Venue : TUS Lecture Room, 2nd Floor

Wisma IEM, Petaling Jaya, Selangor

Time : 8.45 a.m. - 5.30 p.m.

BEM Approved CPD/PDP Hours = 14.5

Ref. No: IEM13/HQ/013/C

Registration Fee

Normal

On-line

IEM Graduate Member

: RM650.00

RM600.00

IEM Corporate Member

: RM750.00

RM700.00

Non IEM Member

: RM950.00

RM900.00

IMPORTANT NOTES

• **Closing Date : 30 MARCH 2013 (SATURDAY)**

• For **ONLINE REGISTRATION**, payment **MUST BE MADE VIA ONLINE PAYMENT [via RHB Now and Maybank2u -Personal Saving & Personal Current; Any Credit Card - Visa/Master]**. If payment is not received within the stipulated time, the registration fee will automatically be reverted to the normal fee.

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

• For **online registrations**, please note that payment **MUST** be made before the closing date at the latest.

• **FULL PAYMENT must be settled before commencement of the event**, 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. IEM reserve the right to reject any LOU/LOG not in accordance with these instructions.

• The Organising Committee reserves the right to alter or change the programme due to unforeseen circumstances.

Synopsis

Projects are employed as an important means of achieving organization's business goals. Adopting a structured and integrated approach to project management is proven to be critical to the success of project as well as organization. This course gives the essence of project management, especially suitable for those who intend to gain a fundamental but solid grounding on project management. You will learn the structured and integrated approaches, processes, tools and techniques that are applicable to managing each phase of the project life cycle. The course contents are closely referenced to the PMBOK Guide (5th Edition 2013) of the Project Management Institute. This 2-day intensive course is both practical and interactive, supplemented with useful exercises, real-life case studies, working examples and hands-on applications.

Benefits

- Gain the essence of project management especially the important concepts, principles, processes, skills, knowledge, tools and techniques.
- Learn the structured and integrated approach to initiating, planning, executing, monitoring & controlling and closing out projects.
- Acquire or enhance project management technical skills for linking project objectives to organization goals and stakeholder needs, developing an integrated project management plan, instituting a work authorization system, and forming a control and monitoring mechanism.
- Learn to develop Project Charter, SMART Objectives, Work Breakdown Structure, Schedule Network Diagram, Risk Response Plan etc.
- Acquire useful techniques for estimating project costs and schedules as well as forecasting project completion time and costs.
- Learn how to identify, assess and mitigate / enhance project risks or opportunities.
- Understand the role and selection of project manager as well as project organization structure & issues.
- Acquire or enhance project management people skills in communication, leadership, motivation, team building and conflict resolution.
- Network and share knowledge and experience with other participants

Who Could Benefit From The Course

Project Manager/Executive/Leader/Team Member/Coordinator/Administrator/Supervisor/Sponsor/Director;
Professional / Graduate Engineer; Architect / Quantity Surveyor / Consultant; IT Professional / Scientists; Technical / Functional / Product Manager; Business / Financial / Human Resource / Marketing / Event Manager;
Senior Manager / General Manager / CEO; Developer / Contractor / Seller / Business Partner;
Government and Non-government officers; Anyone responsible for or involved in project.

About The Course Leader

Ir. Lee Boon Chong, BSc, MSc, DIC, PMP, PE, FIEM, CE, MIET, MMIM has more than 30 years of experience in the industry as a professional / chartered engineer as well as a project management practitioner. He is experienced in leading and managing many projects of different sizes, magnitudes and complexities in engineering, telecommunications, construction, information technology and customer relationship management. His diverse industrial experience covers many technical and management functions such as engineering planning, operations and maintenance, business planning, operations and re-engineering, training and consultancy, business strategy and competition planning as well as marketing and customer relationship management. Ir. Lee is experienced in conducting project management training for both public courses and in-house programs. Many companies and participants have benefited from his training. He is also a trainer and panel consultant for the Construction Industry Development Board of Malaysia. Ir. Lee serves as the current advisor to the Project Management Technical Division of the Institution of Engineers, Malaysia (IEM). He is a certified Project Management Professional PMP® of the Project Management Institute (PMI) USA.

Course Schedule & Outline

| Day 1 | | Day 2 | |
|---------------|--|---------------|--|
| 08:15 - 08:45 | Course Registration | | |
| 08:45 - 10:45 | <ul style="list-style-type: none">▪ Introduction▪ Project Management History & Standards▪ Project Failures & Reasons▪ Fundamental Concept / Framework▪ Project Definition & Characteristics▪ Project Management Definition & Framework▪ Life-cycle – Project, Product, Project Mgt.▪ Triple Constraints and Tradeoff | 08:45 - 10:45 | <ul style="list-style-type: none">▪ Project Planning and Preparation▪ Project Risk Planning – Plan Risk Management, Identify Risks, Analyze Risks, Plan Risk Responses▪ Project Procurement Planning - Plan Procurements Management▪ Integrated PM Plan – putting all together;▪ Performance Measurement Baseline |
| 10:45 - 11:00 | Tea Break | 10:45 - 11:00 | Tea Break |
| 11:00 - 13:00 | <ul style="list-style-type: none">▪ Project Business Link▪ Business Case & Feasibility Study▪ Investment Appraisal – NPV, ROI, BCR etc.▪ Project Brief and Start-up Decision▪ Stakeholders Categorization▪ Project Initiation and Mandate▪ Project Statement of Work, SOW▪ Develop Project Charter▪ Project Objectives – SMART Principles▪ Project Manager - Role and Selection▪ Project Core Team vs. Project Team▪ Project Organization Structure & Issues▪ Identify and Analyze Stakeholder | 11:00 - 13:00 | <ul style="list-style-type: none">▪ Project Execution and Action▪ Direct and Manage Project Work▪ Acquire, Develop and Manage Team▪ Obtain and Manage Other Resources▪ Work Authorization and Scope Creeping▪ Work Performance Information▪ Change Requests and Management▪ Manage Communications▪ Manage Stakeholder Engagement▪ Leadership and Motivation▪ Team Building and Conflict Resolution▪ Quality Assurance, Continuous Improvement▪ Conduct Procurement, Bidder Conference etc. |
| 13:00 - 14:00 | Lunch Break | 13:00 - 14:00 | Lunch Break |
| 14:00 - 16:00 | <ul style="list-style-type: none">▪ Project Planning and Preparation▪ Kick-off Meeting for Project Planning▪ Overall Project Planning▪ Project Scope Planning -- Plan Scope Management, Collect Requirements, Define Scope, Create WBS▪ Project Time Planning -- Plan Schedule Management, Define and Sequence Activities, Estimate Activity Resources and Durations, Develop Schedule, CPM, Milestone Chart, Gantt Chart | 14:00 - 16:00 | <ul style="list-style-type: none">▪ Project Monitoring and Control▪ Monitor and Control Project Work▪ Perform Integrated Change Control▪ Earned Value Method (EVM) and S-curve,▪ Validate and Control Project Scope▪ Control Project Schedule▪ Control Project Costs▪ Control Project Quality▪ Control Communications▪ Control Project Risk▪ Control Procurements▪ Control Stakeholder Engagement |
| 16:00 - 16:15 | Tea Break | 16:00 - 16:15 | Tea Break |
| 16:15 - 17:30 | <ul style="list-style-type: none">▪ Project Planning and Preparation▪ Project Cost Planning - Plan Cost Management, Estimate Cost and Determine Budget▪ Other Essential Project Planning -- Plan Quality Management, Plan Human Resource Management, Plan Communications Management, | 16:15 - 17:30 | <ul style="list-style-type: none">▪ Project Closing and Termination▪ Close Project / Phase and Procurements▪ Final Acceptance and Hand-over▪ Post Implementation Review, Lessons Learned▪ Summary▪ IMPACT and Concept Summary▪ Project Success and Skills Transfer |

Cancellation Policy

IEM reserves the right to postpone, reschedule, allocate or cancel the course. Full refund less 30% if cancellation is received in writing more than 7 days before start date of the event. No cancellation will be accepted prior to the date of the event. However, replacement or substitute may be made at any time with prior notification and substitute will be charged according to membership status.