The Institution of Engineers, Malaysia

Jointly Organised by:
Seniors Special Interest Group (SSIG) &
Project Management Technical Division (PMTD), IEM

Physical 2-Day Seminar on Essentials of Project Management

~~13 & 14 January 2026~~
rescheduled to
6 & 7 May 2026
9.00 am - 5.00 pm

BEM Approved CPD: 14 Hours
CPD Ref No.: IEM25/HQ/332/S

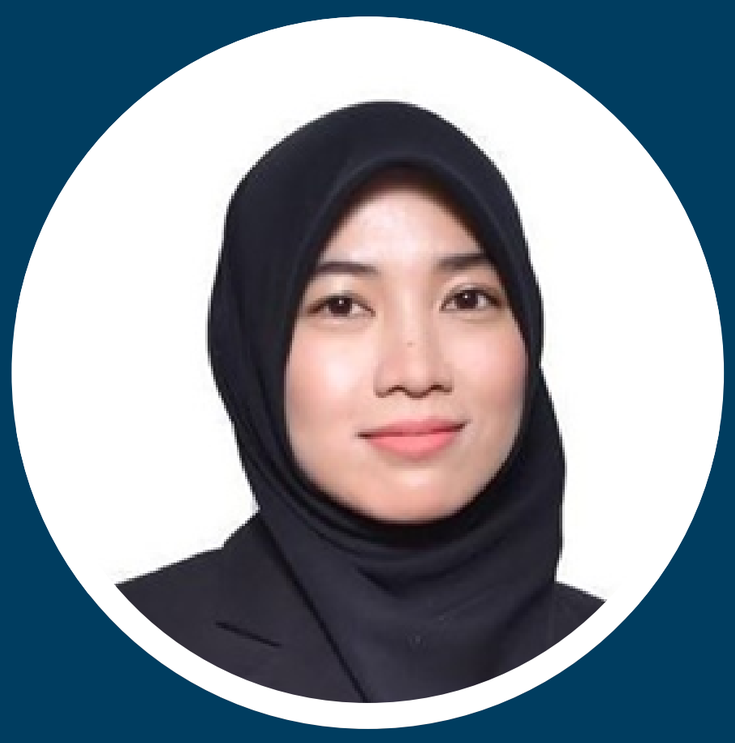
Training Mode: Physical

Approved Duration: 06/08/25 - 06/08/27

HRD Corp Serial No: 10001584931

CSETD & TUSTD Lecture Room, 2nd Floor, Wisma IEM

Ir. Ts. Sukhairul Nizam Abdul Razak
Ir. Ts. Nur Aziera Azman



Register Now!

Closing Date : 29 April 2026

REGISTRATION FEE'S (subject to 8% SST)		
	ONLINE (NON HRDF Claimable) (Log-in for registration & payment: www.myiem.org.my/member/login.aspx)	NORMAL FEE (HRDF Claimable) (By Email : Payment by cash, credit card, bank-in, Quotation & Invoice)
IEM Student Members	250.00	350.00
IEM Graduate Members	500.00	650.00
IEM Corporate Members	800.00	950.00
Non-IEM Members (Non of the Above)	1600.00	1750.00

SPEAKERS PROFILE

Ir. Ts. Sukhairul Nizam holds a Bachelor of Mechanical (Aeronautical) Engineering from Universiti Teknologi Malaysia (UTM) and an MBA from Charles Sturt University, Australia. He is a Professional Engineer with a Practising Certificate (PEPC) registered with Board of Engineers Malaysia (BEM) since 2016, an ASEAN Chartered Professional Engineer (ACPE), and a Professional Technologist with MBOT since 2020.

He began his career in 1995 at Proton as a body design engineer and later held various leadership roles within Proton Edar, including in sales, warranty, calibration, and product development. His industry experience includes working with Accenture Malaysia for Daimler Benz project, leading regional operations at Leanmax Pro Sdn Bhd, and serving as Senior Lecturer and Programme Coordinator at City University Malaysia and First City University College.

Currently, he is the Managing Director of Enviroklar Tech Sdn Bhd, and has led development in areas such as anti-corrosion, automotive aerodynamics, crash test engineering, and recall management. He is also a certified automotive sales coach and trainer with deep experience in engineering project leadership and industry transformation.

Ir. Ts. Nur Aziera Azman holds a Master of Manufacturing System Engineering from Universiti Putra Malaysia and Bachelor of Engineering (Manufacturing) from University of Malaya. She is a Certified Trainer from HRD Corp, Professional Engineer (PE) from Board of Engineers Malaysia (BEM) from 2023, Professional Technologist with MBOT since 2022 and currently pursue her PhD in Mechanical Engineering with Universiti Putra Malaysia.

She is an experience engineer and trainer with a strong background across battery and automotive industries. Skilled in process development, equipment engineering, quality improvement, cross-functional leadership and manufacturing management. Works as a Senior Process Engineer at NOVO Energy Production AB, with prior roles at Samsung SDI and Daihatsu Perodua. Leading large-scale projects, QMS compliance, workforce training, and sustainability efforts. Proven track record in driving innovation, operational efficiency, and leading cross-functional teams. She also passionate about developing people through hands-on technical training in areas such as 5S, Lean Manufacturing, Quality Systems, and Equipment Maintenance.

SYNOPSIS

Project Management remains a critical pillar for driving successful outcomes in engineering and business. In today's fast-paced, interconnected, and increasingly digital world, project managers must manage not only the traditional triple constraints of time, cost, and scope—but also factors such as sustainability, risk, stakeholder engagement, and technological integration.

Modern projects now transcend conventional boundaries. Engineers and professionals are expected to lead cross-functional teams, manage virtual collaborations, and make data-driven decisions within tight timelines and regulatory frameworks. In line with Malaysia's aspiration to become a high-income, technology-driven nation under Vision 2030, and supported by initiatives like the Madani Economy Framework and the National Energy Transition Roadmap (NETR), there is a growing demand for competent project teams capable of delivering complex, high-impact projects efficiently and sustainably.

However, recurring issues such as cost overruns, delays, and project abandonment still occur—underscoring the urgent need for structured project management knowledge and best practices. Whether in construction, manufacturing, ICT, or engineering services, mastering the fundamentals of project management is no longer optional—it is essential.

This intensive two-day seminar is designed specifically for engineering students and working engineers seeking a strong foundation in project management. Participants will gain insights into the "art and science" of project delivery through real-world case studies, guided exercises, and practical tools they can apply immediately in academic or professional settings.

Key Highlights of the Seminar:

- Understand the complete project lifecycle: initiation, planning, execution, monitoring, and closure
- Learn core project management areas: scope, time, cost, quality, risk, and stakeholder management
- Appreciate the value of leadership, team dynamics, and communication in ensuring project success
- Explore digital tools and modern methodologies (e.g., Agile, hybrid models, AI-based planning)
- Apply a structured, step-by-step approach aligned with international standards such as PMBOK® and ISO 21500

This seminar serves as a launchpad for those aiming to sharpen their project thinking, improve execution skills, and contribute more effectively to project teams—as future project leaders, engineers, contractors, or other stakeholders. It also provides a strong foundation for further study and professional certification in project management.

LEARNING OBJECTIVES

By the end of the seminar, participants will be able to:

- Explain key project management concepts, terms, and principles within engineering and business environments
- Describe the five key phases of the project lifecycle and their relevance to project success
- Identify and apply core knowledge areas in project management (scope, time, cost, quality, risk, stakeholders)
- Recognize the importance of leadership, team collaboration, and communication in project delivery
- Demonstrate familiarity with modern tools and methodologies (Agile, hybrid frameworks, digital platforms)
- Apply a structured, standards-based approach (e.g., PMBOK®, ISO 21500) to manage projects
- Analyze case studies to identify success factors and avoid common pitfalls in engineering projects
- Reflect on personal readiness to contribute effectively to project teams across industries

WHO SHOULD ATTEND?

This seminar will benefit:

- Engineering Students – Preparing for industry with a need to understand project basics
- Graduate Engineers – Enhancing practical project knowledge and workplace readiness
- Working Engineers and Technical Staff – Improving day-to-day project planning and control skills
- Junior Project Managers or Team Leaders – Strengthening project lifecycle and stakeholder management capabilities
- Contractors, Consultants & Engineering Service Providers – Aligning with professional best practices in project execution
- Supervisors, Coordinators, and Technical Support Roles – Contributing more effectively to project planning and implementation

PROGRAMME

Time	Programm (Day 1)
8.30 am	**Registration and Welcome Breakfast**
9:00 am	**Part I: Introduction & Key Concepts** • Pitfalls of managing projects without a structured approach • What is a project? Characteristics and definitions • Project management frameworks • Understanding the triple constraints (Time, Cost, Scope) • Project lifecycle and key processes • Common success and failure factors • Overview of de-facto standards and methodologies
10:30 am - 10:45 am	**Morning Tea Break**
10:45 am	**Part II: The 7 Effective Steps in Project Management** **Step 1: Justify Your Vision** • Defining project vision • Feasibility study and proposal development • Strategic, technical, and economic assessments • Financial tools: Cost-benefit, NPV, ROI, IRR, breakeven • Exploring alternatives: Outsourcing, JV, contracting • Go/No-Go decision-making **Step 2: Define SMART Objectives** • Clarifying mission and goals • Setting project scope and SMART objectives • Drafting the statement of work (SOW) • Developing a project charter
1:00 pm - 2:00 pm	**Lunch**
2:00 pm	**Step 3: Plan Thoroughly** • Creating the Work Breakdown Structure (WBS) • Estimating, resource allocation, and scheduling • RAM, Gantt charts, CPM, PERT • Organizational breakdown structure (OBS) • Defining roles and responsibilities • Quality planning: QA/QC, TQM, Pareto analysis • Drafting project, communication, and procurement plans
3:45 pm - 4:00 pm	**Tea Break**
4:00 pm - 5:30 pm	**Step 4: Manage Risks** • Introduction to risk management • Identifying controllable vs. uncontrollable risks • Mitigation strategies and contingency planning

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

PROGRAMME

Time	Programm (Day 2)
8.30 am	Registration and Welcome Breakfast
9:00 am	**Step 5: Execute Effectively** • Leadership and motivation in project teams • Building effective teams and resolving conflicts • Communication skills and meeting management • Time management tools
10:30 am - 10:45 am	**Morning Tea Break**
10:45 am	**Step 6: Monitor & Control Closely** • Baseline tracking and variance analysis • Monitoring tools: S-curve, earned value management • Forecasting project completion • Review meetings and status reporting
1:00 pm - 2:00 pm	**Lunch Time**
2:00 pm	**Step 7: Terminate Wisely** • Project closure procedures • Project audits and handover • Post-implementation review • Capturing lessons learned
3:45 pm - 4:00 pm	**Afternoon Tea Break**
4:00pm - 5:30 pm	**Part III: Summary & Closing** • Recap of the seven-step methodology • Final discussion and Q&A

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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".

REGISTRATION FORM

Physical 2-Day Seminar on Essentials of Project Management

13 & 14 January 2026 ~~(Tuesday & Wednesday)~~

Rescheduled to 6 & 7 May 2026 (Wednesday & Thursday)

Closing Date: 29 April 2026

Email: suriani@iem.org.my

REGISTRATION FEE'S (subject to 8% SST)		
	ONLINE (NON HRDF Claimable) (Log-in for registration & payment: www.myiem.org.my/member/login.aspx)	NORMAL FEE (HRDF Claimable) (By Email : Payment by cash, credit card, bank-in, Quotation & Invoice)
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NAME	MEMBERSHIP NO. / GRADE	FEES (RM)
	Sub Total:	
	SST Added 8% :	
	Total Amount Payable :	

PAYMENT DETAILS :

☐ Cash RM_____

☐ Cheque no._____for the amount of RM_____(non-refundable) .

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.

ContactPerson:_____Designation:_____

Name of Organization:_____

_____

Telephone No. : _____(0)

_____(HP)

Email:_____

_____ _____

Signature & Stamp Date