

Chairman,
 Project Management Technical Division,
 The Institution of Engineers Malaysia,
 Lots 60 & 62, Jalan 52/4, P.O. Box 223 (Jalan Sultan),
 46720 Petaling Jaya, Selangor Darul Ehsan
 Tel: 03-7968 4001/2 Fax to 03-7957 7678 Email sec@iem.org.my

REGISTRATION FORM

Essential Project Management

07 – 08 October 2014 at Wisma IEM, Petaling Jaya

No	Name(s)	M'ship No.	Grade	Fee (RM)*
Total Payable				

** Fees MUST be fully paid A WEEK BEFORE the commencement of the course. Bookings by fax from outstations MUST be forwarded with payments at least A WEEK BEFORE the day of the course. 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

Essential Project Management

Organised By:

Project Management Technical Division, IEM

Date : 07 – 08 October 2014

Venue : Auditorium Tan Sri Prof. Chin Fung Kee ,
 3rd Floor ,Wisma IEM, Petaling Jaya

Time : 8.45a.m - 5.30p.m

BEM Approved CPD Hours = 15.5
 Ref. No: IEM14/HQ/262/C

Registration Fee	Normal	On-line
IEM Student Member	: RM450.00	RM400.00
IEM Graduate Member	: RM650.00	RM600.00
IEM Corporate Member	: RM750.00	RM700.00
Non IEM Member	: RM950.00	RM900.00



PMTD Blog : www.iem-pmtd.blogspot.com



PMTD Facebook : www.facebook.com/IEM.PMTD

Synopsis

Projects are employed by organizations as an important means to achieve strategic 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 Project Management Body of Knowledge, PMBOK® Guide (5th Edition) of the PMI. 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 project management technical skills for linking project objectives to organization goals and stakeholder needs, developing an integrated project management plan, instituting a work authorization and execution system, and forming a control and monitoring mechanism.
- Learn to develop Project Charter, SMART Objectives, Project Scope, Work Breakdown Structure, Schedule Network Diagram, Schedule Plan with Critical Path Analysis and Schedule Compression techniques as well as Project Budget.
- Acquire useful techniques to estimate project costs and schedules as well as forecast project completion time and costs.
- Learn how to identify, assess and mitigate project risks with risk response plan.
- Understand the role and selection of project manager as well as project organization structure.
- 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.

About The Course Leader

Ir. Lee Boon Chong, BSc, MSc, DIC, PMP, PEng., FIEM, CEng., 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 projects of different sizes across various industries like engineering, telecommunications, construction, information technology and customer relationship management. His diverse industrial experience covers many technical and management functions such as engineering planning, development, 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 started project management training in early 1990s as a certified trainer for Kepner-Tregoe Project Management Workshop. He has since been actively conducting project management training for both public courses and in-house programs. Many organizations and participants have benefited from his training. Ir. Lee is a certified Project Management Professional PMP® of PMI, USA. He has also served as a panel trainer and consultant for the Construction Industry Development Board of Malaysia. Ir. Lee is the past chairman and advisor of the IEM Project Management Technical Division. He is also involved in the accreditation of local engineering programmes.

Who Could Benefit From The Course

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

Course Schedule & Outline

Day 1		Day 2	
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 Plan Procurements Management Plan Stakeholder 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 Creep Work Performance Information Change Requests and Management Leadership and Motivation Team Building and Conflict Resolution Perform Quality Assurance Manage Communications Conduct Procurement, Bidder Conference Manage Stakeholder Engagement
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 Integrated 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, Networking Diagramming, Schedule Compression, Milestone / 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, Determine Budget – Estimating Techniques Other Essential Planning -- Plan Quality Management, Plan HR 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, Lesson Learned ▪ Summary IMPACT and Concept Summary Project Success Factors and Skills Transfer