

REGISTRATION FORM

No	Name of Participants	M'ship No	Fee (RM)
i)			
ii)			
iii)			
iv)			
v)			
Term of Payment : <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> LO <input type="checkbox"/> Online Transfer/Bank in Transmission		Total Payable	

*Fees MUST BE FULLY PAID BEFORE THE CLOSING DATE. Seats could only be confirmed upon payment.
ACCOUNT NO. : 176-302-860-2 UNITED OVERSEA BANK (UOB)

Enclosed herewith a crossed cheque No: _____ for the sum of RM _____ issued in favour of **"The Institution of Engineers Malaysia, Negeri Sembilan Branch"** 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 Organisation : _____

Address : _____

Telephone No. : (O) _____ (H/P) _____

(F) _____

Email: _____

Date : _____ Signature & Stamp : _____

* Note: Closing date: 18 SEPTEMBER 2015. Please email to iemnsembilan@gmail.com

GRADE	REGISTRATION FEE
IEM STUDENT MEMBER	RM200
IEM GRADUATE MEMBER	RM650
IEM CORPORATE MEMBER	RM750
NON IEM MEMBER	RM950



THE INSTITUTION OF ENGINEERS, MALAYSIA
NEGERI SEMBILAN BRANCH

Two Days Course on

Recognised Good Practices of Project Management

Venue :

Seminar Room,
IEMNS Building,
No. 77-A-1, Jalan Haruan 5/3,
Oakland Commerce Square,
70300 Seremban, NS

Tel : 06-631 1011

Fax : 06- 631 4619

Email : iemnsembilan@gmail.com

Website : www.iemns.org.my

28 – 29 Sept 2015
Monday & Tuesday
8.30am – 5.30pm

CLOSING DATE : 18.09.2015

14.5 CPD/PDP HOURS

IMPORTANT NOTES :

- Payment can be made via CASH / CHEQUE / BANK-IN TRANSMISSION / ONLINE TRANSFER / LO / WALK-IN.
- **FULL PAYMENT** must be settled before commencement of course, otherwise participant will not allowed to enter the hall. If a place is reserved and intended participant fail to attend the course, fee is to be settled in full. If participant made payment and failed to attend the course, the fee paid is non-refundable.
- The Organising Committee reserves the right to alter or change the programme due to unforeseen circumstances.



SYPNOSIS

Projects are undertaken by organisations as an important means to achieve strategic business goals. Adopting a structured and integrated approach to project management is proven to be a critical to the success of project as well as organisation. 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 exercise, working examples and hands-on application.

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 organisation 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 risk response plan.
- Understand the role and selection of project manager as well as project organisation 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.

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.

SPEAKER BIODATA

Ir. Dr. Ahmad Anuar bin Othman, PEng, FIEM, MIQM, CCPM, PMP graduated with Doctorate in Project Management. He received Master in Science in Construction Management from University of Birmingham. He earns his Bachelor Degree in Civil Engineering from State University of New York.

Ir. Dr. Ahmad Anuar bin Othman is a project Management Professional (PMP) registered with Project Management Institute USA. He has more than 20 years' experience and has been actively involved in promoting Project Management knowledge through developing and delivering training programmes. He also certified Construction Project Manager with CIDB. He also serves as a Member in Panel of Assessors in the Malaysian Construction Industry Excellence Award under CIDB.

Ir. Dr. Ahmad Anuar bin Othman is a certified Quality System Senior Auditor and registered Quality System Consultant. He is currently the Chairman of Project Management Technical Division of IEM.

SCHEDULE & OUTLINE

TIME	DAY 1	DAY 2
08.45 – 10.45	<p>Introduction Project Management – Overview Project Success and Failures</p> <p>Fundamental Project Definition & Characteristics Project Management Definition Project Life-Cycle Organisation Structure</p>	<p>Project Quality Management Plan Quality Management Perform Quality Assurance Control Quality</p> <p>Project Human Resource Management Plan Human Resource Management Acquire Project Team Develop Project Team Manage Project Team</p>
10.45 – 11.00	Tea Break	Tea Break
11.00 – 1.00	<p>Project Economic Business Case Project Appraisal – PV, NPV, IRR Reason for Project</p> <p>Project Integration Management Develop Project Charter Project Statement of Work (SOW) Project Management Plan Direct & Manage Project Work Monitor and Control Project Work Perform Integrated Change Control</p>	<p>Project Communication Management Plan Communication Management Manage Communications Control Communications</p> <p>Project Risk Management Plan Risk Management Identify Risks Perform Qualitative Risk Analysis Perform Quantitative Risk Analysis Plan Risk Responses Control Risks</p>
1.00 – 2.00	Lunch	Lunch
2.00 – 4.00	<p>Project Scope Management Plan Scope Management Collect Requirements Define Scope Create WBS</p> <p>Project Time Management Define Activities Sequence Activities Estimates Activity Durations Develop Schedule Control Schedule</p>	<p>Project Procurement Management Plan Procurement Management Conduct Procurement Control Procurements Close Procurements</p> <p>Project Stakeholders Management Identify stakeholders Plan Stakeholder Management Manage Stakeholder Engagement Control Stakeholder Engagement</p>
4.00 – 4.15	Tea Break	Tea Break
4.15 – 5.30	<p>Project Cost Management Plan Cost Estimate Costs Determine Budget Control Costs</p>	<p>Rescue The Problem Project What is project recovery? What is the red project? Recovery Process Good Recovery Manager</p>

