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**The Institution of Engineers, Malaysia**

**2-Day Course on  
 Recognized Good Practices of  
 Project Management**

**Organised By: Project Management Technical Division, IEM**

**REGISTRATION FORM**

**2-Day Course on Recognized Good Practices of Project Management  
 12 & 13 October 2015 at Auditorium Tan Sri Prof. Chin Fung Kee,  
 3<sup>rd</sup> Floor, Wisma IEM, Petaling Jaya**

No	Name(s)	M'ship No.	Grade	Fee (RM)*
		SUB TOTAL		
		Add GST @ 6%		
<b>TOTAL PAYABLE</b>				

*\* 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**

**Date : 12 & 13 October 2015  
 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 = 14  
 Ref. No: IEM15/HQ/191/C**

**GST is implemented effective from 1 April 2015**

**REGISTRATION FEE (GST NOT INCLUDED)**

<u>Grade</u>	<u>Normal</u>	<u>Online</u>
IEM Student Member	RM200.00	RM150.00
IEM Graduate Member	RM650.00	RM600.00
IEM Corporate Member	RM750.00	RM700.00
Non IEM Member	RM950.00	RM900.00

**Terms & Conditions:**

- For ONLINE REGISTRATIONS, only ONLINE PAYMENT is applicable [via RHB and Maybank2u –Personal Saving & Personal Current ; Credit Card - Visa/Master].
- Payment via CASH / CHEQUE / BANK-IN TRANSMISSION / BANK DRAFT / MONEY ORDER / POSTAL ORDER / LO / WALK -IN will be considered as NORMAL REGISTRATION
- 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 participants fail to attend the course, the fee is to be settled in full.
- Fee paid is not refundable. Registration fee includes lecture notes, refreshment.
- The Organizing Committee reserves the right to cancel, alter, or change the program due to unforeseen circumstances. Every effort will be made to inform the registered participants of any changes. In view of the limited places available, intending participants are advised to send their registrations as early as possible so as to avoid disappointment.

## Synopsis

Projects are undertaken 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, 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. Dr. Ahmad Anuar bin Othman, PEng, FIEM, MIQM, CCPM, PMP* graduated with a Doctorate in Project Management. He received Master of 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 is also a Certified Construction Project Manager with CIDB. He also serves as a Member in Panel of Assessors in the Malaysian Construction Industry Excellence Awards 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.

## 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.

## 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.

## 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"> <li>▪ <b>Introduction</b></li> <li>Project Management - Overview</li> <li>Project Success and Failures</li> <li>▪ <b>Fundamental</b></li> <li>Project Definition &amp; Characteristics</li> <li>Project Management Definition</li> <li>Project Life-cycle</li> <li>Organization Structure</li> </ul>	08:45 – 10:45	<ul style="list-style-type: none"> <li>▪ <b>Project Quality Management</b></li> <li>Plan Quality Management</li> <li>Perform Quality assurance</li> <li>Control Quality</li> <li>▪ <b>Project Human Resource Management</b></li> <li>Plan Human Resource Management</li> <li>Acquire Project Team</li> <li>Develop Project Team</li> <li>Manage Project Team</li> </ul>
10:45 – 11:00	Tea Break	10:45 – 11:00	Tea Break
11:00 – 13:00	<ul style="list-style-type: none"> <li>▪ <b>Project Economic</b></li> <li>Business Case</li> <li>Project Appraisal – PV, NPV, IRR.</li> <li>Reasons for Project</li> <li>▪ <b>Project Integration Management</b></li> <li>Develop Project Charter</li> <li>Project Statement of Work (SOW)</li> <li>Project Management Plan</li> <li>Direct &amp; Manage Project Work</li> <li>Monitor and Control Project Work</li> <li>Perform Integrated Change Control</li> </ul>	11:00 – 13:00	<ul style="list-style-type: none"> <li>▪ <b>Project Communication Management</b></li> <li>Plan Communication Management</li> <li>Manage Communications</li> <li>Control Communications</li> <li>▪ <b>Project Risk Management</b></li> <li>Plan Risk Management</li> <li>Identify Risks</li> <li>Perform Qualitative Risk Analysis</li> <li>Perform Quantitative Risk Analysis</li> <li>Plan Risk Responses</li> <li>Control Risks</li> </ul>
13:00 – 14:00	Lunch Break	13:00 – 14:00	Lunch Break
14:00 – 16:00	<ul style="list-style-type: none"> <li>▪ <b>Project Scope Management</b></li> <li>Plan Scope Management</li> <li>Collect Requirements</li> <li>Define Scope</li> <li>Create WBS</li> <li>▪ <b>Project Time Management</b></li> <li>Define Activities</li> <li>Sequence Activities</li> <li>Estimate Activity Durations</li> <li>Develop Schedule</li> <li>Control Schedule</li> </ul>	14:00 – 16:00	<ul style="list-style-type: none"> <li>▪ <b>Project Procurement Management</b></li> <li>Plan Procurement Management</li> <li>Conduct Procurement</li> <li>Control Procurements</li> <li>Close Procurements</li> <li>▪ <b>Project Stakeholders Management</b></li> <li>Identify stakeholders</li> <li>Plan Stakeholder Management</li> <li>Manage Stakeholder Engagement</li> <li>Control Stakeholder Engagement</li> </ul>
16:00 – 16:15	Tea Break	16:00 – 16:15	Tea Break
16:15 – 17:30	<ul style="list-style-type: none"> <li>▪ <b>Project Cost Management</b></li> <li>Plan Cost Management</li> <li>Estimate Costs</li> <li>Determine Budget</li> <li>Control Costs</li> </ul>	16:15 – 17:30	<ul style="list-style-type: none"> <li>▪ <b>Rescue The Problem Project</b></li> <li>What is a red project?</li> <li>What is project recovery?</li> <li>Recovery Process</li> <li>Good Recovery Manager</li> </ul>

