

Chairman
 Young Engineers Section
 c/o The Institution of Engineers, Malaysia
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**CLOSING DATE:
 6 MARCH 2016**

**GST implemented effective
 1 April 2015**

Two Day Course on Project Management for Operation & Maintenance Engineers

~~08 December 2015 & 09 December 2015, Tuesday & Wednesday~~

Rescheduled to 9 March 2016 & 10 March 2016, Wednesday & Thursday

REGISTRATION FORM

No	Name (s)	M'ship No	Grade	Fees (RM)

Note: 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.

Sub-Total	
Add GST @ 6%	
Total Payable	

Enclosed herewith a 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 registration is accepted by the Committee but substitution of participants will be allowed. If I/we fail to attend the course, the fee paid would not be refunded.

Contact Person:

Designation:

Name of Organization:

Address:

.....

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Tel (O) : Tel (HP) :

Fax No. : E-mail :

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.

.....
 Signature & Stamp

.....
 Date



**BEM Approved CPD/PDP: 14 Hours
 Ref No: IEM15/HQ/389/C**

**Two Day Course on
 Project Management for
 Operation & Maintenance Engineers**

Organized by
 Young Engineers Section, IEM

Date : ~~08 December 2015 & 09 December 2015, Tuesday & Wednesday~~
Rescheduled to 9 March 2016 & 10 March 2016, Wednesday & Thursday
Time : 9.00am – 5.30pm
Venue : C&S Lecture Room and TUS Lecture Room, Second Floor, Wisma IEM, Petaling Jaya, Selangor
Speaker : Ir. Noor Iziddin Abdullah bin Haji Ghazali

REGISTRATION FEE (Subject to 6% GST)

Grade	Online Registration (www.myiem.org.my)	Normal Registration
IEM Student Member	RM 250	RM 300
IEM Graduate Member	RM 450	RM 500
IEM Corporate Member	RM 700	RM 750
Non-Member	RM 950	RM 1000

GST implemented effective 1 April 2015

Closing Date: 6 March 2016

Online registration and payment must be settled before **6 March 2016** or it will be reverted to normal rate.

Registration via CASH / CHEQUE / BANK-IN TRANSMISSION / BANK DRAFT / MONEY ORDER / POSTAL ORDER / LO / WALK -IN will be considered as normal registration.



SYNOPSIS

Project Management (PM) knowledge and its methodologies have evolved and improved significantly over the last three decades. This in part is attributable to many of the lessons learnt from the successes and failures of projects undertaken by organizations. 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 phase in project life cycle. The course contents are closely referenced to PMBOK Guide, 5th edition of the Project Management Institute and PRINCE2 from UK government standard.

BENEFITS

- Learn a structured and integrated approach in order to initiate, plan, execute, monitor & control and closing out projects.
- Apply and relate the knowledge learnt at the work place
- Important of project management methodology and delivery for operation & maintenance
- Understand the role and selection of project manager as well as project organization structure & issues in operation & maintenance for building or facilities
- Exposure on project management methodologies, tools & techniques
- Learn the details technical scope of operation & maintenance services

TENTATIVE PROGRAMME

<u>Time</u>	<u>1st Day</u>	<u>2nd Day</u>
0830 - 0900	Registration	Registration
0900 - 1030	Introduction to Project Management	Operation and Maintenance for Mechanical Services
1030 - 1045	BREAK	BREAK
1045 - 1145	Definition of Project Management	Operation and Maintenance for Electrical Services
1145 - 1300	Context and History of Project Management & Schedule (Critical Path Method)	Operation and Maintenance for Civil & Housekeeping Services
1300 - 1400	LUNCH	LUNCH
1400 - 1530	Project Risk Management, Contract Administration & Procurement,	Goal & Objectives & Projects In Controlled Environments (PRINCE2)
1530 - 1545	BREAK	BREAK
1545- 1630	Ten (10) Knowledge Areas & Process Group and Conflict & Communication	Financial Technique & Total Cost of Ownership (TCO) in Project
1630 - 1730	Manage Energy Efficiency & Green Technology Project in Asia	Project Management Consultant Concept.

BIODATA OF SPEAKER

Ir. Noor Iziddin Abdullah Bin Hj Ghazali, PMP®, MIEM, P.Eng, who has twelve (12) years of working experience in various roles is a Project Management Consultant has involved in semiconductor & data center. Initially attach to Mesiniaga as a Project Manager, and after that the Project Management Consultant (PMC) team in KLCC Property Berhad seconded to Putrajaya Holdings (PJH) in Electrical & Mechanical for commercial building in conventional type of project.

Previously with Sunway Group as a Group Electrical Manager for overall Sunway Group Properties, Maintenance & Facility Management in overseeing the whole electrical services for all commercial, residential & hospitality projects.

He received his B.Eng in Electrical & Electronic from UNITEN, Master of Engineering from UM and Postgraduate Diploma in Islamic Studies from IIUM/UIA.

Now with edotco Group (100% own by Axiata Berhad) as the Regional Head of Electrical System reporting to Regional Head of Energy Management & Director of Operation at edotco Group.

His involvement in IEM started as a committee of Graduate & Student Section (now is Young Engineer Section or YES) from 2005 to 2007 and continues his contribution as the Secretary and Treasurer of Project Management Technical Division (PMTD) from 2010 to 2013 and a Council Member of IEM from 2011 to 2014. He was previously the Project Management Institute Malaysia Chapter (PMIMY) Director of Professional Development from 2011 to 2013.

Currently the Industry Advisory Panel (IAP) since 2011 for master program in Project Management at UUM & UTAR and also IAP for degree in electrical & electronic engineering at UTHM and degree in project management at UMP.

TERMS & CONDITIONS:

For **ONLINE REGISTRATION**, only **ONLINE PAYMENT** is applicable [via RHB and Maybank2u – Personal Saving & Personal Current; Credit Card - Visa/Master]. Please note that payment **MUST** be made **“ONLINE” before the closing date**. If payment is not received and verified within the stipulated time, the registration fee will be reverted to the normal registration fee.

- 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. If the participant made payment and failed to attend the course, the fee paid is non-refundable. Registration fee includes lecture notes, refreshment and lunches.

- 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.

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