

2-Day Course on FUNDAMENTAL PROJECT MANAGEMENT

Trainer: Ir Frankie Chong (PMP)



BIODATA OF FACILITATOR

Ir. Frankie Chong, B.Sc., MBA, P.Eng., MIEM, PMP is a professional engineer and a certified PMP with an in-depth knowledge and more than 40 years of working experience in managing small and large projects in various industries. His main areas of work experience include project management & consultancy, engineering operations and technical development, business reengineering, strategic planning, education and training.

He specializes in conducting Project Management seminars, PMP Certification courses, consultancy services and training both locally and internationally. Hundreds of participants have benefited from his training which is knowledge and skill-based, action-orientated, highly interactive and complemented with exercises, practical applications and real-life case studies. The general feedback describes his training as stimulating, informative and effective.

He was also a Chief Paper Examiner of a U.K. University Project Management module, a past Chairman and Adviser of The Institution of Engineers Malaysia Project Management Technical Division, current Adviser of Seniors Special Interest Group, certified trainer with H R D F, a member of the Consultative Panel Committee of MOF's Professional Services Development Corporation, and a panel expert and trainer for government Construction Industry Development Board.

SYNOPSIS

Master the fundamentals of Project Management in 2 days!

With cross references to PMBOK® Guide, a world class Project Management standard developed by USA-based Project Management Institute.

Studies have shown that the success rate of projects will increase when a systematic and structured approach to project management is adopted, thus enhancing ROI and overall customer satisfaction.

Get a solid understanding of project management processes and methodology with this comprehensive introductory course. *Fundamental Project Management* gives you the step-by-step way to manage each stage of the project life cycle, sets goals tied directly to stakeholder needs, gets the most from your project management team, and utilizes state-of-the-art project management tools & techniques to get the work done on time, within budget and quality.

Unlike other workshops, this intensive program combines a practical and theoretical approach by emphasizing the essential principles and people skills with case studies, examples, real-life experiences, complemented by a variety of templates and demonstration of a popular project software tool.

OBJECTIVES/BENEFITS

- Master fundamental project management knowledge, skills, concepts, tools & techniques with cross references to world class standard in USA-based Project Management Institute's body of knowledge PMBOK®.
- Understand & apply the best practices in Initiating, Planning, Monitoring and Controlling, Executing, and Terminating phases of a Project Life Cycle.
- Justify your project & link project goals and objectives to stakeholders' needs.
- Identify the critical role and functions of project managers.
- Enhance your people skills in leading, motivating, communicating and resolving conflicts.
- Be more confident in forecasting time and cost of project completion.
- Develop SMART Objectives, Work Breakdown Structure, Quality Objectives, Project Plan & Schedule
- Develop network diagrams to analyse Critical Path and compress project duration
- Estimate project costs, schedules and budget using simple, proven techniques
- Assess and mitigate project risks

Participants should bring along calculators for practical exercises.

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COURSE OUTLINE

DAY 1	DAY 2
<p>Module 1: INTRODUCTION AND KEY CONCEPTS</p> <ul style="list-style-type: none"> • New Management Challenges • Definitions, Characteristics and Framework of Project Management • Triple Constraints & Trade-offs • Project Life Cycle Phases, SDLC & Processes • Benefits and problems of PM • Success & Failure factors in Malaysian scenario • De-facto standards and methodology • Survey on best practices in Malaysia <p>Module 2: PROJECT INITIATION</p> <ul style="list-style-type: none"> • Project Vision & Mission, Purpose and Goal • Selection Method • Develop a Business Case • Undertake a Feasibility Study • Develop SMART Objectives • Establish the Terms of Reference / Project Charter • Appoint a Project Team • Functional, Matrix, Projectized Organizations • Identifying & analyzing the important players and stakeholders • Financial techniques, ROI, NPV, IRR, Payback, Cost-Benefits • Roles and responsibilities of Project Manager and Team • Kick off meeting <p>Module 3: PROJECT PLANNING</p> <ul style="list-style-type: none"> • Develop Project Plan • Collect Requirements • Define Scope of Work • Create Work Breakdown Structure • Define & Sequence Activities • Estimate Activity Resources & Durations • Develop Network Diagram & Project Schedule • Estimate costs & Determine Budget • Assign Responsibilities using RAM • Gantt chart, CPM, PERT Analysis & Compression techniques in Crashing & Fast Tracking • Develop Subsidiary Plans: Resources, Financial, Quality, Risk, Acceptance, Communication, Procurement 	<p>Module 4: PROJECT EXECUTION</p> <ul style="list-style-type: none"> • Direct and Manage Project Work • Management skills in leading, motivating, communicating & resolving conflicts • Distribute Project Performance Information • What should be included in Project Report • Manage Stakeholder Expectations • Tendering & Award Contract • Perform Quality Assurance • Activate Project Board & Change Control System <p>Module 5: PROJECT CONTROL</p> <ul style="list-style-type: none"> • Monitor and Control Project Work • Milestone Chart, Variance Analysis, S-curve, Earned Value Analysis • Perform Integrated Change Control • Verify Scope • Perform Quality Control • Report Performance • Monitor and Control Risks • Administer Procurements <p>Module 6: PROJECT CLOSING</p> <ul style="list-style-type: none"> • Close Procurements • Close Project or Phase • Review Project completion • Verify results & Auditing • Closing out financial, legal, contractual issues • Handing over procedures • Post Implementation Review and Lessons learned • Celebrating <p>Module 7: SUMMARY</p> <ul style="list-style-type: none"> • Formula for success • 7 habits of effective project manager • Current and Future trends • Demonstration Of Microsoft Project Software <p>Group discussion/Exercises/Case Studies/ Role Plays</p>

REGISTRATION FORM

2-Day Course on FUNDAMENTAL PROJECT MANAGEMENT

Trainer: Ir Frankie Chong

Time: 9.00am - 5.00pm

Venue: Wisma IEM, Petaling Jaya

Organized by: IEM Training Centre Sdn Bhd

Registration email to: faiza@iem.org.my

Registration (Inclusive of 6% SST)

Date	IEM Member	Non Member
<input type="checkbox"/> 12-13 April 2021	<input type="checkbox"/> RM1,060.00	<input type="checkbox"/> RM1,590.00
<input type="checkbox"/> 14-15 June 2021		
<input type="checkbox"/> 16-17 August 2021		
<input type="checkbox"/> 11-12 October 2021		

No	Name(s)	IEM No.	Grade	Fee (RM)
1.				
2.				
3.				
4.				
5.				
TOTAL PAYABLE				

You may make payment via Telegraphic Bank Transfer (Please forward soft copy of payment advice):-

Account Name : **IEM TRAINING CENTRE SDN BHD**

Account Number : 514169143176

Bank Name : Malayan Banking Berhad

Bank Address : Jalan Sultan, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia

Swift Code : MBBEMYKL

NB: Kindly take note that all telegraphic charges to be borne by the participants.

Enclosed herewith a crossed cheque No: _____ for the sum of RM _____ issued in favour of "IEM Training Centre Sdn Bhd" 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 Management as stated in the **cancellation term**. If I/we fail to attend the course, the paid registration fee will not be refunded.

Contact Person: _____ Designation: _____

Name of Organization: _____

Address: _____

Telephone No.: _____(O) _____(HP) _____(Fax)

Email: _____

Signature & Stamp

Date

**SBL-Khas HRDF
Claimable**

**TERMS &
CONDITIONS:**

- Closing date: one week before the event
- Payment via cash / cheque / bank-in transmission / walk-in
- 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.
- IEM Training Centre 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 submit their registrations as early as possible so as to avoid disappointment.
- Please be informed that the course will only be carried out if there is sufficient number of participants. The confirmation or cancellation email will be sent to the registered email address one or two weeks before the event dates.

CANCELLATION POLICY

IEM Training Centre 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 the start 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.