

2-Day Course on PROJECT PLANNING SCHEDULING & REPORTING

Trainer: Ir Frankie Chong

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 30 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, past Chairman and Adviser of The Institution of Engineers Malaysia Project Management Technical Division, certified trainer with HRDF, 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 Planning, Scheduling & Reporting in 2 days! Complemented by using Microsoft Project Software Applications Tool.

Studies have shown that the success rate of projects will increase when a systematic and structured approach to Project Planning, Scheduling and Budgeting is adopted, aided by the use of software application tools. Get a solid understanding of state-of-the-art project planning scheduling & reporting tools & techniques based on PMBOK Guide to get the project done on time, within budget, scope and quality.

Unlike other workshops, this program combines a 1-day theoretical and 1-day practical approach by emphasizing the essential principles with case studies, examples, hands-on exercises and templates complemented by practicing popular Microsoft Project software tool.

BENEFITS / OBJECTIVES

- Master fundamental project management knowledge, skills, 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 Planning, Scheduling and Reporting.
- Avoid costly mistakes by gaining an insight into the success & failure factors of projects
- Develop SMART Objectives, Work Breakdown Structure, Quality Objectives, Project Plan, Schedule & Subsidiary Plans
- Develop network diagrams to analyze Critical Path and compress project duration
- Estimate project costs and budget using simple, proven techniques
- Learn and apply hands-on relevant basic MS Project software applications in developing Project Plan, Schedule, Budget and Reports.
- Networks with other participants and shares valuable experiences

WHO SHOULD ATTEND



Project Executives/Leaders/Analysts/Managers/ Directors, GM, Engineers, Architects, IT Professionals, Contractors, QS, Consultants, Scientists, Product Managers, Program Managers, Event Organisers, Business Execs, and any person involved in managing any type of project in any industry.

Participants are required to bring their own laptops loaded with Spreadsheet and Microsoft Project 2013 or later versions software on the second day. Free trial versions of MS Project software can be downloaded from internet.

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COURSE OUTLINE

<p style="text-align: center;">DAY 1 PROJECT PLANNING & SCHEDULING SEMINAR</p>	<p style="text-align: center;">DAY 2 MICROSOFT PROJECT PRACTICAL</p>
 <p>MODULE 1: INTRODUCTION AND KEY CONCEPTS</p> <ul style="list-style-type: none"> • Definitions, Characteristics and Framework of Project Management • Triple Constraints & Trade-offs • Project Life Cycle Phases, SDLC and Processes • Success and Failure factors • De-facto standards and methodology • Survey on best practices in Malaysia • Project Business Case & Feasibility Study • Project Selection Method • Project Charter <p>MODULE 2: PROJECT PLANNING & SCHEDULING Step by Step approach:</p> <ul style="list-style-type: none"> • Develop Project Plan • Goals/Objectives • Collect Requirements • Define Scope • 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. <p>GROUP EXERCISE/ASSIGNMENT/PRESENTATION Groups will work on a real project and develop in a step by step manner a Project Plan with Objectives, Scope definitions, Work Breakdown Structure, Network Diagrams, Project Schedule and Project Budget.</p> <p>MODULE 3: SUBSIDIARY PLANS Overview of:</p> <ul style="list-style-type: none"> • Quality Plan • HR Plan • Risk Plan • Communication Plan • Stakeholder Plan 	 <p>1. A guided tour of Project</p> <ul style="list-style-type: none"> • The Project interface • The Backstage view • The ribbon and tabs • Views / Reports <p>2. Starting a new plan</p> <ul style="list-style-type: none"> • Starting a new plan, and setting its start date • Setting nonworking days in the project calendar • Entering the plan's title and other properties <p>3. Building a task list</p> <ul style="list-style-type: none"> • Entering task names/durations/milestone • Creating summary tasks to outline the plan • Creating task dependencies with links • Switching task scheduling from manual to automatic • Checking the plan's duration and finish date • Documenting tasks with notes and hyperlinks <p>4. Setting up resources</p> <ul style="list-style-type: none"> • Entering work resource names/max capacity/pay rates • Adjusting working time in a resource calendar • Setting up cost resources • Documenting resources with notes <p>5. Assigning resources to tasks</p> <ul style="list-style-type: none"> • Assigning work resources to tasks • Controlling work when adding or removing resource assignments • Assigning cost resources to tasks • Checking the plan's duration, cost, and work <p>6. Formatting and sharing your plan</p> <ul style="list-style-type: none"> • Customizing a Gantt Chart view/timeline view/reports • Copying views and reports • Printing views and reports <p>7. Tracking progress</p> <ul style="list-style-type: none"> • Saving a baseline of your plan • Tracking a plan as scheduled through a specific date • Entering a task's completion percentage • Entering actual values for tasks <p>8. ASSIGNMENT/ASSESSMENT</p> <ul style="list-style-type: none"> • Participants will be provided with a selected project outline for them to create, develop and schedule a project plan, using the knowledge they have learned. <p>9. SUMMARY AND CONCLUSION</p>

REGISTRATION FORM

2-Day Course on PROJECT PLANNING SCHEDULING & REPORTING

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"/> 10-11 May 2021	<input type="checkbox"/> RM1,060.00	<input type="checkbox"/> RM1,590.00
<input type="checkbox"/> 06-07 September 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

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.