2-Day Course On:

Essential Project Management

Date   : 22-23 August 2016
Time   : 9.00 am to 6.00 pm
Venue   : Armada Hotel, Petaling Jaya

SYNOPSIS

This two-day intensive course is designed to provide participants with a fundamental but solid grounding on project management. The course contents are closely aligned with "A Guide to the Project Management Body of Knowledge (PMBOK® Guide), fifth edition published by the Project Management Institute, Inc. (PMI) of USA, covering the globally recognized standard and guide for the project management profession. Participants will learn the concepts, principles, norms, methods, processes, tools and techniques as well as the structured and integrated approaches to managing single projects, regardless of industry evolved from the recognized good practices of project management practitioners. The course is both practical and interactive and provides useful forms, worksheets and templates, supplemented with practical exercises, real-life case studies, working examples and hands-on applications.

BENEFITS OF THE COURSE

- Gain the essence of project management especially the important concepts, principles, norms, methods, processes, knowledge, skills, tools and techniques.
- Learn the structured and integrated approach to initiating, planning, executing, monitoring & controlling and closing projects.
- Learn how to develop Project Charter, SMART Objectives, Project Scope, Work Breakdown Structure,Network Diagram, Schedule Plan, Critical Path Analysis, Schedule Compression, and Project Budget.
- Acquire simple but useful techniques to estimate and forecast project costs and schedules.
- Learn how to identify, assess and mitigate project risks with risk response plan.
- Understand the role and selection of project manager as well as typical project organization structures.
- 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 stablishing a control and monitoring mechanism.
- 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.

SPEAKER PROFILE

Ir. Lee Boon Chong
B.Sc.(Hons), M.Sc., DIC, CCPM, PMP
FIEM, MIET, MMIM, Hon Member AFEO
P Eng., C Eng., Int. PE, ACPE, APEC Eng., ASEAN Eng.

Ir. Lee Boon Chong has more than 30 years of experience in the industry as a Professional / Chartered Engineer as well as a project management practitioner. He is experienced in leading and managing many projects of different sizes in engineering, telecommunications, construction, information technology and customer relationship management. His diverse industrial experience covers many technical and management functions such as engineering planning, development and operations & maintenance; business planning, operations and re-engineering; training and consultancy; business strategy and competition planning as well as marketing and customer relationship management.

Currently, Ir. Lee is a Principal providing training and consultancy services in engineering and project management. He started project management training in early 1990s as a certified trainer for Kepner-Tregoe Project Management Workshop. He is experienced in conducting project management training for both public courses and in-house programs. Ir. Lee is a certified Project Management Professional PMP® of PMI, USA. He has served as a trainer and panel consultant on project management for the Construction Industry Development Board of Malaysia (CIDB) as well as past Chairman and Advisor of the Project Management Technical Division of the Institution of Engineers, Malaysia (IEM).

Ir. Lee also serves the engineering fraternity in the following capacities:
▪ Vice President and Council Member of IEM, besides chairing and serving on various other committees.
▪ Deputy Chair and Panel Member of the Engineering Accreditation Council (EAC), Malaysia.
▪ Member of Standing Committees and subcommittees for the Board of Engineers, Malaysia (BEM).
▪ Member of Industry Advisory Panel (IAP) for Institutions of Higher Learnings.

WHO SHOULD ATTEND

The following people will benefit from the course:
▪ Project Director/ Manager/ Leader/ Team Member/ Coordinator/ Administrator;
▪ Engineer/ Architect/ Quantity Surveyor; Consultant/ Contractor/ Developer/ Project Client;
▪ IT Professionals/ Scientists; Technical/ Function/ Product Manager;
▪ Business/ Financial/ Human Resource/ Marketing/ Event Manager;
▪ Senior Manager/ General Manager/ CEO;
▪ Government and Non-government officers;
▪ Anyone responsible for or involved in project.

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COURSE SCHEDULE

DAY 1

Time	Session
9.00am – 10.30am	**Session 1:** • **Introduction** Project Management History & Standards Project Failures & Reasons • **Fundamental Concept/ Framework** Project Definition & Characteristics Project Management Process, Process Groups and Knowledge Areas Project Vs. Portfolio, Program & Sub-Project Project Management Office and Project Governance Life-cycle - Project, Product, Project Management Triple Constraints and Tradeoff
10.30am – 10.45am	*MORNING TEA BREAK*
10.45am – 12.45pm	**Session 2:** • **Project Business Link** Business Case & Feasibility Study Investment Appraisal - NPV, IRR, ROI, BCR, Payback, etc. Project Brief and Start-up Decision Stakeholders Categorization • **Project Initiation and Mandate** Project Statement of Work, SOW Develop Project Charter Project Objectives - SMART Principles Project Manager - Role and Selection Project Core Team vs. Project Team Project Organization Structures and Issues Identify and Analyze Stakeholder
12.45pm – 1.45pm	*LUNCH*
1.45pm – 3.45pm	**Session 3:** • **Project Planning and Preparation** Kick-off Meeting for Project Planning Overall/ Integrated Project Planning • **Project Scope Planning -** Plan Scope Management, Collect Requirements, Define Scope, Create WBS • **Project Time Planning -** Plan Schedule Management, Define and Sequence Activities, Estimate Activity Resources and Durations, Develop Schedule - CPM, Gantt Chart, Estimating Techniques, etc.
3.45pm – 4.00pm	*TEA BREAK*
4.00pm – 6.00pm	**Session 4:** • **Project Cost Planning -** Plan Cost Management, Estimate Costs and Determine Budget, Estimating Techniques, etc. **Other Essential Project Planning** Plan Quality Management Plan Human Resource Management Plan Communications Management
	END OF DAY ONE

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COURSE SCHEDULE

DAY 2

Time	Content
9.00am – 10.30am	**Session 5:** • **Project Risk Planning** - Plan Risk Management, Identify and Analyse Risks, Plan Risk Responses • **Other Essential Project Planning** Plan Procurement Management Plan Stakeholder Management • **Integrated Project Management Plan** Putting all together … Performance Measurement Baseline
10.30am – 10.45am	*MORNING TEA BREAK*
10.45am – 12.45pm	**Session 6:** • **Project Execution and Action** Direct and Manage Project Work Acquire, Develop and Manage Team Obtain and Manage Other Resources Work Authorization and Scope Creeping Work Performance Information; Change Requests and Management Manage Communications and Issues Leadership and Motivation; Team Building and Conflict Resolution Perform Quality Assurance, Continuous Improvement Conduct Procurement, Bidder Conference, etc. Manage Stakeholder Engagement
12.45pm – 1.45pm	*LUNCH*
1.45pm – 3.45pm	**Session 7:** • **Project Monitoring and Control** Monitoring and Control Project Work, Monitor and Control System. Perform Integrated Change Control; Validate and Control Project Scope Control Project Schedule Control Project Costs; Earned Value Method (EVM) and S-curve Control Quality, Control Communications, Control Project Risk, Control Procurements, Control Stakeholder Engagement
3.45pm – 4.00pm	*TEA BREAK*
4.00pm – 6.00pm	**Session 8:** • **Project Closing and Termination** Close Project/Phase and Procurements Final Acceptance, Post Implementation Review, Lessons Learned, etc. • **Summary** IMPACT and Concept Summary Project Success and Skills Transfer
	END OF DAY TWO

Applied Technology Group

COURSE REGISTRATION FORM

Course title:
2-Day Course On Essential Project Management

(✓ Please tick)

	22 - 23 August, 2016 *Petaling Jaya, Armada Hotel*

Company Information

Company:	
Address:	
State/ Province:	
Zip/Postal Code:	
Country:	
Contact Person:	
Email:	
Phone:	

Attendee Information

Name (1)	
Job title:	
E-mail:	
Mobile/Tel No:	
Name (2)	
Job title:	
E-mail:	
Mobile/Tel No:	
Name (3)	
Job title:	
E-mail:	
Mobile/Tel No:	

Registration Fee

	Fee Before GST (6%)	GST (6%)	TOTAL
Individual Fee	RM2,000	RM120	RM2,120
Group Fee (3 or more delegates)	RM1,800	RM108	RM1,908

Closing date: 15 August 2016. An early bird discount of RM100 for payment received before 22 July 2016.

Payment

Payment is to make payable to:
Applied Technology Group Sdn Bhd
Public Bank Berhad (Malaysia)
Account no: 3178247302
GST Registration Number: 000641294336

Payment terms:
Payment is required before the event. Once received your place is automatically reserved. Registration fee includes lunch, refreshments and full training documentation as specified. Delegates may be refused admission if payment is not received prior to the event. The fee does not include hotel accommodations.

Cancellation Policy

All cancellation of registration must be made in writing.
If you are unable to attend:
a)   A substitute delegate is welcomed at no additional   charge.
b)   Your registration can be credited to a future event.
c)   You will receive a full refund less 10% administration charge if cancellation is received in writing more than 14 days before the event.
d)   No cancellations will be accepted within 14 days before the event start date. Full course documentation will however be sent to the delegate.

Course Schedule

Course starts at 9.00am and ends at 6.00pm daily. Please arrive at 8.30am on day one to allow time to register and receive course materials.

Please send completed form to:

Fax to: **+603 5637 9945**
or Email to : admin@apptechgroups.net
For enquiry, please call: +603 5634 7905
Or refer to our website www.apptechgroups.net

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