

3-Day Course on APPLIED PROJECT MANAGEMENT - A Practical Workshop Including Microsoft Project Software Practice Trainer: Ir Frankie Chong (PMP)



ABOUT THE COURSE LEADER

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 essential integrated project management knowledge, best practices and skills, including software applications in 3 days! With cross references to PMBOK®, a world class Project Management standard developed by USA-based Project Management Institute.

Project Management is a systematic application of knowledge, skills, tools and techniques to project activities in order to meet or exceed stakeholders' needs and expectations. Studies have shown that the success rate of projects will increase when a structured and integrated approach to project management is adopted, thus enhancing ROI and overall customer satisfaction.

Unlike other workshops, this intensive 3-day program begins with a unique 2-day Step-by-Step approach in covering the essential principles and people skills of Project Management complemented with ample working exercises and examples, templates and real-life experiences, and ends with 1-day learning and application of a user-friendly Microsoft Project software tool.

OBJECTIVES/BENEFITS

- Master fundamental project management knowledge, skills, concepts, tools and 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 carrying out a feasibility study, to initiate, define, plan, implement, monitor, control & close- out phases of a Project Life Cycle.
- Justify project & link project goals to stakeholder needs.
- Identify the critical role and functions of project managers.
- Avoid costly mistakes by gaining an insight into the success and failure factors of projects.
- Improves your project success rate by enhancing your management skills in leading, motivating, communicating and resolving conflicts.
- Be more confident in forecasting time and cost of project completion.
- Develop SMART Objectives, WBS, Project Plan & Schedule
- Develop network diagrams to analyse Critical Path and compress project duration
- Estimate project costs, & budget using simple, proven techniques
- Identify project risks and develop quality objectives
- Save time & effort by using Microsoft Project software tool.
- Terminating project with Post Implementation Review & lessons learned
- Networks with other participants and shares valuable experiences.

IMPORTANT: All participants MUST bring along unlocked laptop computers loaded with MS Project 2013 or later version software and power cable on the third day. Free trial version of MS Project 2013 software can be downloaded from internet.

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Course Outline

DAY 1

Module 1: INTRODUCTION AND KEY CONCEPTS

New Management Challenges | Definitions, Characteristics and Framework of Project Management | Triple Constraints & Trade-offs | Project Life Cycle Phases, SDLC and Processes | Benefits and problems of Project Management | Success and Failure factors in Malaysian scenario | De-facto standards and methodology | Survey on best practices in Malaysia

Module 2: PROJECT INITIATION

Project Vision & Mission, Purpose and Goal | Selection Method | Develop a Business Case | Undertake a Feasibility Study | 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

Module 3: PROJECT PLANNING

Develop Project Plan | Collect Requirements | Define Scope | Create Work Breakdown Structure | Define & Sequence Activities | Estimate Activity Resources & Durations | Develop Project Schedule | Determine Budget | Assign Responsibilities using RAM | Gantt chart, CPM, PERT Analysis & Compression techniques | Develop Subsidiary Plans: Resources, Financial, Quality, Risk, Acceptance, Communication, Procurement

DAY 2

Module 4: PROJECT EXECUTION

Direct and Manage Project Work | Management skills in leading, motivating, communicating & resolving conflicts | Distribute Project Performance Information | Manage Stakeholder Expectations | Tendering & award Contract | Perform Quality Assurance | Activate Project Board & Change Control System

Module 5: PROJECT CONTROL

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

Module 6: PROJECT CLOSING

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

Module 7: SUMMARY

Formula for success | 7 habits of effective project manager | Current and Future trends

DAY 3 (Microsoft Project Practice)

IMPORTANT: ALL participants of this practical Session MUST bring their own laptop computers loaded with MS Project software for practice.

A guided tour of Project

The Project interface: Finding your way around The Backstage view: Managing files & options The ribbon and tabs: Finding the features Views: Working with schedule details Reports: Seeing project status in new ways

Starting a new plan

Starting a new plan, and setting its start date Setting nonworking days in the project calendar Entering the plan's title and other properties

Building a task list Entering task names Entering task durations

Entering a milestone task Creating summary tasks to outline the plan Creating task dependencies with links Switching task scheduling to automatic Checking the plan's duration and finish date Documenting tasks with notes and hyperlinks

Setting up resources Entering work resource names

Entering resources' maximum capacity Entering resource pay rates Adjusting working time in a resource calendar Setting up cost resources Documenting resources with notes

Assigning resources to tasks 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

Formatting and sharing your plan Customizing a Gantt Chart view Customizing a Timeline view Customizing reports Copying views and reports Printing views and reports

Tracking progress

Saving a baseline of your plan Tracking a plan as scheduled Entering a task's completion percentage Entering actual values for tasks

Exercise / Assessment Building A Factory

REGISTRATION FORM

**3-Day Course on APPLIED PROJECT MANAGEMENT -
A Practical Workshop Including Microsoft Project Software Practice
Trainer: Ir Frankie Chong
Time: 9.00am - 5.00pm
Venue: Wisma IEM, Petaling Jaya
Organized by: IEM Training Centre Sdn Bhd**

Registration email to: iemta@iem.org.my

Registration (Inclusive of 6% SST)

Date	IEM Member	Non Member
<input type="checkbox"/> 12-14 April 2021	<input type="checkbox"/> RM1,229.60	<input type="checkbox"/> RM1,600.60
<input type="checkbox"/> 14-16 June 2021		
<input type="checkbox"/> 16-18 August 2021		
<input type="checkbox"/> 11-13 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.