



# APPLIED PROJECT MANAGEMENT

## **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.

# 3-Days Course on “Applied Project Management – A Practical Workshop Including Microsoft Project Software”

**Trainer: Ir. Frankie Chong**

**Time: 9.00am – 5.00pm**

**Venue: Wisma IEM**

**Training Date: 4<sup>th</sup> – 6<sup>th</sup> July 2022**

**Approved Duration: 02/06/2022 – 07/06/2023**

**HRD Corp Serial No: 10001193998**



## Course Outline

### DAY 1

Module 1: INTRODUCTION AND KEY CONCEPTS  
Module 2: PROJECT INITIATION  
Module 3: PROJECT PLANNING

### DAY 2

Module 4: PROJECT EXECUTION  
Module 5: PROJECT CONTROL  
Module 6: PROJECT CLOSING  
Module 7: SUMMARY

### 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

Exercise / Assessment Building A Factory

## About The Trainer

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.

**IEMTA IS REGISTERED WITH:**



SST ID No. B16-1901-32000051

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Tick (/)	Dates	Onsite Rate (IEM/AER Member)	Onsite Rate (Non-IEM/AER)
	4 <sup>th</sup> – 6 <sup>th</sup> July 2022	<input type="checkbox"/> RM1,590.00	<input type="checkbox"/> RM2,100.00

Group Rate of 5 person will be given 10%

No	Name(s)	M'ship No.	Grade	Fee (RM)*
<b>TOTAL PAYABLE</b>				

You may make payment via **ONLINE TRANSFER** (Please forward soft copy of payment advice):-

Account Name: **IEM TRAINING ACADEMY SDN BHD**  
 Account Number: 514169143176  
 Bank Name: Malayan Banking Berhad  
 Bank Address: Jalan Sultan, 46200 Petaling Jaya, Selangor Darul Ehsan, Malaysia  
 Swift Code: MBBEMYKL

OR

Payment via **CREDIT CARD**

Please charge to my credit card number below the amount of RM

Card Type:  VISA  MASTERCARD

Card Number:

Cardholder's Name:

Signature:

Date:

Contact Person:
Designation:
Name of Organization:
Address:
Telephone No. -
Office:
H/Phone
Email:

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