



Centre for  
Management  
Technology®  
into our 26<sup>th</sup> year

A 2-day program on

# *Project Management* *through* Team Orientated Problem Solving (TOPS)

8-9 April 2009 | JW Marriott Hotel Kuala Lumpur

## ***FOCUSING ON***

- Resources Needed in Project Management
- Customising Project Management Parameters
- Best Practices in Communication on Problems & Issues to Management
- Planning the Project
- Creating a Work Breakdown Structure
- Assigning Responsibilities Using TOPS Structure
- Key Duties During Implementation
- Controlling Work in Progress
- Project Control, Feedback & Negotiations
- Project Review & Completion Checklist

## MESSAGE FROM PROGRAM FACILITATOR

*Dear Participants,*

There has been a serious condition due to an economic downturn. What are our current plans to turn things around? As we are approaching a recession, do we have any strategies to help our organization make it right?

This program is organized to ensure projects meet those objectives and are carried out successfully. I will be helping you in restructuring conditions & adapting special or specific skills and techniques to provide better control and use of existing resources as defined by Project Management.

The aim is to instill the fundamental concepts and coordinating skills used in Project Management. The techniques of how to carry out proper planning, organizing, directing and controlling of company resources to achieve the desired results based on available resources and projected required resources will be my primary concern.

In these two days, I will explain how you are to:

- clarify projects before starting them
- carry out SWOT analysis and identifying the W and T factor, before commencing the project
- organize a project so that they can complete the project within the desired budget and schedule
- set up a monitoring system that will keep them up-to-date on project status
- identify problems at an early stage and deal with the changes to the project plan
- improve estimation capabilities for future planning
- enhance project efficiencies by having simple and practical methods of measurement

I start by making you understand what a project really is, and then taking you through a list of critical brainstorming questions to ensure all situations are viewed so that, when you are faced with a crisis like now, you will be prepared with better solutions.

Other areas that will also be covered are methods to increase team participation (TOPS) and carrying out risk assessment and performance measurement. This is to ensure that some methods of communicating these issues will clearly show your strategies to management.

Looking forward to a wonderful session with you.

Yours truly,

*Joseph Clarence Michael*

*Day 1*  
Wednesday, 8 April 2009

9:00

### FUNDAMENTALS OF PROJECT MANAGEMENT

- Discussion and Establishing Objectives
- Defining the Resources needed in Project Management
- Understanding the Phases of the Project-PLC
- Establishing Customized Project Management Parameters
  - Quality Management with Reference to ISO
  - Risk Assessment
  - Quantifying Timelines

10:30

Morning Coffee

10:45

### DEFINING THE PROJECT

- How do Projects Originate?
- Sequence in Getting your Project Under Way
- Tools and Procedures for Creating Potential Ideas
- Strategies for Preliminary Testing
- Progress Review

1:00

Lunch

2:00

### COMMUNICATION & DISCUSSION ON HOW PROBLEMS & ISSUES ARE PRESENTED TO MANAGEMENT – BEST PRACTICES

3:30

Afternoon Tea

- 3:45 **PLANNING THE PROJECT**
- Three Critical Parameters
  - How Project Quality Dimension is Defined ?
  - Creating a Work Breakdown Structure (WBS)

5:00 End of Day 1

*Day 2*  
Thursday, **9 April 2009**

- 9:00 **PLANNING THE PROJECT (.cont)**
- Samples of WBS in Microsoft Projects
  - How to Assign Responsibilities?
  - Activities on the Three Critical Parameters and Progress Review

10:30 Morning Coffee

- 10:45 **IMPLEMENTING THE PROJECT**
- Key Duties During Implementation
  - Establishing and Detailing Duties
  - Controlling Work in Progress (WIP)
  - Group Activities

**ACTIVITIES WHEN IMPLEMENTING THE PROJECT**

- Establishing WIP Activities
- How to Use Point Identification and Project Control Chart
- Effectiveness in Providing Feedback and Negotiations
- Guidelines for Effective Negotiations

- Resolving Differences
- Progress Review

1:00 Lunch

2:00 **COMPLETING THE PROJECT**

- Concluding Project
- Project Completion Checklist
- Evaluating the Completed Project
- Progress Review

3:30 Afternoon Tea

3:45 **POINTS TO ENSURE SUCCESSFUL PROJECT MANAGEMENT**

- Points to Take Note
- Summarizing Project Management Phases
- Project Co-ordination Checklist

5:00 Close of Program

**WHO WILL BENEFIT**

Project Managers, Managers, New Managers, Technical Managers, Project Team Leaders, Heads of Departments, Section Heads, Engineers & Engineering Support Personnel, Supervisors, Technologists & Technical Personnel

**METHODOLOGY**

Lecture with key points, coaching, interactive discussion and group exercise to ensure participants grasp the topics presented. Case studies, exercises, questionnaire & checklists are used to simulate actual project management practices in industries.

Name \_\_\_\_\_  
 Position \_\_\_\_\_  
 Email \_\_\_\_\_  
 Name \_\_\_\_\_  
 Position \_\_\_\_\_  
 Email \_\_\_\_\_  
 Tel \_\_\_\_\_ Fax \_\_\_\_\_

Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/Postcode \_\_\_\_\_ Country \_\_\_\_\_  
 Approving Manager's Name \_\_\_\_\_  
 Position \_\_\_\_\_  
 E-mail \_\_\_\_\_

**Fees:** The full Registration Fee includes cost of all sessions, luncheon, coffee/tea & documentation.

	1 Person	Group fee for 3 or more* (from the same company)
<b>Regular Fee</b>	<b>RM1,595</b>	<b>RM1,295</b> <b>(MIN SAVINGS OF RM900)</b>

\* Terms and conditions apply.

**Cancellations, Refunds & Transfers:** A full refund will be promptly made for all written cancellations 3 weeks before the meeting. Thereafter, cancellations are not refundable. A substitute may be made at any time.

**Cheques :** Crossed & payable to  
**"Centre for Management Technology Sdn Bhd"**

Photocopy Registration Form to Preserve Brochure Copy. April 2009

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**TO REGISTER**

Online : [www.cmtevents.com](http://www.cmtevents.com)  
 Email : [adminkl@cmtsp.com.sg](mailto:adminkl@cmtsp.com.sg)  
 Fax : (603) 2162 6393  
 Tel : (603) 2162 7322  
 Post to : Lot 7.03, 7th Floor, North Block, The Ampwalk,  
 218 Jalan Ampang, 50450 Kuala Lumpur

**CERTIFICATE OF COMPLETION**

A Certificate of Completion will be awarded upon successful completion of each program. This serves as evidence of your personal and professional commitment to you career.

**PROGRAM TIMING**

Registration: 8.30 am, Program Begins: 9.00 am,  
 Morning Coffee: 10.30 am, Lunch: 1.00 pm to 2.00 pm,  
 Tea Break: 3:30 pm, Program Ends: 5.00 pm

**TELEGRAPHIC TRANSFER**

Account Name: **Centre for Management Technology Sdn Bhd**  
 A/C No: **3 - 0903390 - 12**  
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CMT into our 26th year is a global conference organizer HQ in Singapore. CMT's dedicated team works closely with market leaders to analyze the latest industry trends and provide information supporting your decision making. Our annual 60 events encircle the globe from Asia Pacific to the Middle East to New Europe/Russia and Latin America.

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**PROGRAM FACILITATOR**

**JOSEPH CLARENCE MICHAEL** is in a unique position of being both a Technical Director and a Engineering Consultant for the past 25 years. He supports the local industries in areas to improve project management in areas of operation planning and control, production planning and documentation control, and materials planning and control.

His years of industrial experience, the first 14 as a Senior Technologist in SAE (Singapore), involved in a variety of projects for large and small commercial aircrafts, projects on jig and fixtures installation, projects on steel metal fabrication and welding works, carrying out modification and troubleshooting of operational system and materials resource planning (MRP II).

In the following 11 years, he led the Department of Engineering as the Head in an institute of higher learning, where his extensive project co-ordination skills assured his success in developing programs for mechanical, electrical and civil engineering disciplines. This has enabled him to deliver a wide variety of topics to technical and non-technical personnel and is able to present his concept to both English and Malay speaking participant easily.

He has been involved in training for the last 20 years and has trained personnel from numerous companies including Rubberflex Bhd, Mardec S/B, Mattel (M) S/B, Fujitsu Component (M) S/B, Dunlop Malaysia, Sirim Bhd, Penang Port S/B, and Petronas oil and gas refinery plant.

Joseph is a competent trainer registered with PSMB (Cert No. TTT/0044) and holds a B.Eng (Hons) and a Masters in Engineering both from leading Universities in United Kingdom and Malaysia respectively.