



A 2-day intensive program on

Managing Your Project Costs Control Effectively

20-21 July 2009 | JW Marriott Kuala Lumpur

FOCUSING ON:

- The 4 Elements Of Project Cost Management
- The Objectives Of Project Cost Management
- The Control Process
- Cost Planning
- Risk Factors In Cost Management
- Cost Overruns
- Contingency Management
- Management And Control Of Cost
- Information Systems In Cost Management
- Progress Report Preparation

COURSE OBJECTIVES

A project is a series of interrelated tasks leading to a definite end. We spend a large proportion of our time juggling projects ranging from writing a report to launching a new product. Smaller projects can be dealt with by writing the individual tasks on our daily to-do lists, while larger projects require a more sophisticated approach. It is these larger projects on which we will concentrate.

The three stages in managing a project: planning, controlling and evaluating. If we fail to manage these three stages effectively, the project may well end up as a failure.

Unnecessary costs do exist in both private and public organizations due to many factors such as lack of information, lack of ideas, honest but wrong beliefs, habit and attitudes, changes in owner requirements, lack of communication, ignorance and outdated or unsuitable standards, codes and specifications. These factors act as roadblocks to getting the right value.

ATTENDING THIS COURSE WILL ENABLE YOU;

- To have a better understanding of how to conceptualize projects and methods to develop timely cost estimates for your engineering projects
- To know how to apply cash flow techniques effectively
- To know how to interpret engineering economic analyses accurately

Day 1 - Monday, 20th July 2009

9.00 THE 4 ELEMENTS OF PROJECT COST MANAGEMENT

- Planning
- Budgeting
- Estimating
- Control

10.30 Morning Coffee

10.45 THE OBJECTIVES OF PROJECT COST MANAGEMENT

- Cost, Time And Quality
- The Relationship Between The Three

11.45 THE CONTROL PROCESS

- Objectives And Standards
- Cost Components
- Types Of Cost Control

1.00 Lunch & Zohor

2.00 COST PLANNING

- Initiation, Planning, Definition, Verification And Change Control
- Changes In Cost With Respect To Scope
- Work Breakdown Structure (WBS)

3.30 Afternoon Tea

3.45 RISK FACTORS IN COST MANAGEMENT

- Risk Management Procedures
- Risk Evaluation Criteria and Methodology
- Identifying and Reporting Risks
- Risk Treatment & Action Plans

5.00 End of Day 1

Day 2 - Tuesday, 21st July 2009

9.00 COST OVERRUNS

- Cost Overrun Management
- Cost Overrun Evaluation
- Cost Overrun Treatment And Action Plan

10.30 Morning Coffee

10.45 CONTINGENCY MANAGEMENT

- Contingency Plans and Procedures
- Definition Of Contingency
- Calculating Contingency
- Benefits And Limitations Of Contingency

11.45 MANAGEMENT AND CONTROL OF COST

- Cost Management System Procedures
- Dimensions Of Cost Management
- Purpose Of Cost Management
- Methodologies and Criteria for Cost Management

- 1.00 Lunch & Zohor
- 2.00 **INFORMATION SYSTEMS IN COST MANAGEMENT**
- Cost Monitoring
 - Cost Control
 - Cost Accountability
 - Requirements For Budgeting
- 3.30 Afternoon Tea
- 3.45 **PROGRESS REPORT PREPARATION**
- Variations
 - Variance analysis
 - Feedback
- 5.00 End of Course

WHO SHOULD ATTEND

Maintenance Engineers, Design Engineers, Project Managers, Project Estimators, Cost Engineers, Construction Superintendents, Contract Managers, Engineering Consultant, Plant Managers, Operation Managers, and General Managers.

METHODOLOGY

Lectures, Class Exercises, Group Discussions and Calculations. The Sessions will be highly interactive.

LEARNING BENEFITS

1. Undertake a project by encompassing three phases i.e definition phase, planning phase and implementation phase.
2. Define the project's requirements by drawing-up the project's purpose and objectives.
3. Plan the activities to accomplish the requirements which include project management tools.
4. Implement the project successfully utilizing resources effectively and be able to quickly respond when problems occur or opportunities arise.
5. Identify roles and responsibilities of a project manager to make the Project a success.
6. Develop working knowledge of the various costing systems.
7. Differentiate between the various classes of costs.
8. Implement strategies and methodologies to create an effective cost management programme.
9. Increase your knowledge and skills to identify and address costing problems at all levels.
10. Implement plans that are cost effective and aligned to the organisation's strategic goals.
11. Improve performance by developing detailed specifications with service partners.

PROGRAM FACILITATOR

N. JAYASEELAN, is a widely experienced and performance-oriented engineering Consultant-Trainer. He has 25 years hands-on industrial experience in the areas of preparing engineering reports, costings, proposals, manuals, documentations, design briefs and training.

Professionally trained in mechanical engineering, he is positive and lively in his approach. He enthuses his audience by always providing interactive and energetic presentation of his material in a comprehensive and easy to use format of ideas that work. His participants describe him as a very creative, fun and lively trainer who sets high standards.

He graduated from the University of Malaya and Leeds Polytechnic, UK in mechanical engineering. He is an approved trainer registered with the FMM. He is also a corporate member of the Institution of Engineers, Malaysia (IEM) and a professional engineer registered with the Board of Engineers, Malaysia (BEM).

Jayaseelan's wide hands-on industrial experience has enabled him to design and facilitate training courses in following areas;

- Project Monitoring and Cost Control
- Value Engineering and Life Cycle Costing for all Professionals
- Project Management
- The Theory, Design, Operations and Maintenance of Centrifugal Pumps
- The Theory, Design, Operations and Maintenance of Air Compressors
- Process Plant and Piping Design
- Cleanroom Technologies for Engineers
- Reliability Centred Maintenance etc.
- Lean Manufacturing

His clients include, Tenaga Nasional Bhd, Bank Pembangunan, Ranshill, Ebara Pumps, Usaha Tegas Sdn.Bhd (Maxis), Infineon (M) Sdn.Bhd, Universiti Malaya, Universiti Teknologi Malaysia, Penang Port Sdn.Bhd. etc.

MANAGING YOUR PROJECT COSTS CONTROL EFFECTIVELY

20-21 JULY 2009 | KUALA LUMPUR

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KUALA LUMPUR
MALAYSIA
NO. WP 0257



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46A-6, Mentari Business Park, Jalan PJS 8/2, Bandar Sunway 46150 Petaling Jaya Selangor, Malaysia
Update your details at www.cmtevents.com

Please fax us the completed registration form

Name (Dr/Mr/Mrs/Ms) _____

Company Name _____

Designation _____

Address _____

City/Postcode _____ Country _____

Tel (Home) _____ (Office) _____

Mobile _____ Fax _____

Email _____

Photocopy Registration Form to Preserve Brochure Copy, July, 2009

CMT'S 2009 KL EVENTS

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- Storage Tanks**
18-19 May 2009 | Kuala Lumpur
- Property Development In Environmentally Sensitive Area**
18-19 May 2009 | Kuala Lumpur
- Predictive Maintenance & Trouble Shooting-Pumps & Compressors**
20-21 May 2009 | Kuala Lumpur
- Spreadsheet Modelling Using Excel VBA**
25-26 May 2009 | Kuala Lumpur
- Accounting & Tax Treatment For Fixed Assets**
25-26 May 2009 | Kuala Lumpur
- Protocol Management**
25-26 May 2009 | Kuala Lumpur
- Business Data Management With Pivot Table**
27 May 2009 | Kuala Lumpur

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27-28 May 2009 | Kuala Lumpur
- Building & Common Property(Maintenance & Management) Act 2007**
28 May 2009 | Kuala Lumpur
- Effective Tools In Managing Financial Performance Measurement For Profit Improvement**
28-29 May 2009 | Kuala Lumpur
- Advanced Excel Spreadsheet Skills**
15-16 June 2009 | Kuala Lumpur
- Pengagihan Dan Pemasangan Sistem Bekalan Elektrik**
24-25 Jun 2009 | Petaling Jaya
- Re-Structuring Corporate Cash Flow And Treasury Management In Challenging Times**
24-25 June 2009 | Kuala Lumpur
- Strategic Cost Management For Pricing Decision & Profit Maximisation**
22-23 June 2009 | Kuala Lumpur

HOW TO REGISTER

ONLINE: www.cmtevents.com
 EMAIL: 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

FEES

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

1 Person	Group fee for 3 or more* <small>(from the same company)</small>
RM1895	RM1595 (MIN SAVINGS OF RM900)

* 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.

PAYMENT

By Telegraphic Transfer

ACCOUNT NAME: **Centre for Management Technology Sdn Bhd**
 A/C No: **3 - 0903390 - 12**
 BANK: Public Bank Berhad
 BRANCH: Grd Floor, Menara Public Bank
 Jalan Ampang
 swift code: PBBEMYKL

TT must include additional RM10 for Beneficiary's Bank charges. Delegates must bear all bank charges and local taxes (if applicable). Fees must be NETT of ALL charges.

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

CERTIFICATE OF COMPLETION

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

COURSE TIMING

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

CMT, a global organizer HQ in Singapore, is dedicated to the provision of latest business and technology information through high profile conferences for varied industries. CMT forums encircle the globe from Asia Pacific to Middle East to New Europe/Russia and the Americas. Today in its 26 years of operation, CMT has forged relationship with leading market player in the industry to analyze the latest industry trends and provide timely information for your decision making.