



22-23 MARCH 2010
CROWNE PLAZA MUTIARA HOTEL
KUALA LUMPUR

A 2-day program on

Practical Project Management for Mechanical, Electrical and Instrumentation Engineers

FOCUSING ON:

- Project Management Approach In M&E Engineering
- Project Management Tools In M&E Engineering
- Project Charter In M&E Engineering
- The Project Management Plan
- Work Breakdown Structure (WBS)
- Change Control
- Risk Management
- Resource Management

PLUS Sessions On;

PM Case Study 1

- Preparing a Project Initiation Document

PM Case Study 2

- Preparing a Project Costing SpreadSheet

INTRODUCTION

Project Management is the discipline of planning, organizing, and managing resources to bring about the successful completion of specific project goals and objectives. A project is a finite endeavor (having specific start and completion dates) undertaken to create a unique product or service which brings about beneficial change or added value. This finite characteristic of projects stands in sharp contrast to processes, or operations, which are permanent or semi-permanent functional work to repetitively produce the same product or service. In practice, the management of these two systems is often found to be quite different, and as such requires the development of distinct technical skills and the adoption of separate management philosophy.

The primary challenge of project management is to achieve all of the project goals and objectives while adhering to classic project constraints - usually scope, quality, time and budget. The secondary - and more ambitious - challenge is to optimize the allocation and integration of inputs necessary to meet pre-defined objectives. This practical 2-day program is designed to do just that.

WHO SHOULD ATTEND

Project Managers / Engineers, Design Managers / Engineers, Site Managers / Engineers, Refurbishment / Renovation Engineers, Facility Managers / Engineers, Facility Supervisors, Property/Asset Managers, Plant Engineers, Maintenance Engineers, Architects, Quantity Surveyors.

METHODOLOGY

This program is designed to have highly interactive lectures, case studies, group discussions and calculations.

Day One Monday, 22nd March 2010

- 9.00 **INTRODUCTION**
- The history of Project Management (PM)
 - The Project Manager
 - Time
 - Cost
 - Scope
 - Project management activities
 - Project objectives
 - Project management artifacts
 - Project control variables
- 10.30 Morning Coffee
- 10.45 **PROJECT MANAGEMENT APPROACH IN M&E ENGINEERING**
- PM development phases in a project
 - Rational Unified process
 - The Critical Chain
 - The Extreme PM Method
 - The Event Chain Methodology
 - Process based PM
 - Project Control Systems
 - Project Development Stages (initiation, planning, design, execution, monitoring, control and closing)
- 1.00 Lunch & Zohor
- 2.00 **PROJECT MANAGEMENT TOOLS IN M&E ENGINEERING**
- Project Evaluation & Review Techniques (PERT)
 - Event Chain Diagrams
 - Run Charts
 - Gantt Charts
 - RACI (Responsible-Accountable-Consulted-Informed) Diagrams
 - Participatory Impact Pathway Analysis (PIPA) Analysis
- 3.30 Afternoon Tea

- 3.45 **PROJECT CHARTER IN M&E ENGINEERING**
- Terms of reference (Project Definition)
 - Statement of Work
 - Business Case (Objectives, Formal Business Case and Generating a Business Case)
 - Feasibility Study (Objectives, Components, Resource, Cultural, Legal, Marketing, Economics and Schedule Feasibility)

5.00 End of Day 1

Day Two Tuesday, 23rd March 2010

- 9.00 **THE PROJECT MANAGEMENT PLAN**
- Scope Management
 - Schedule Management
 - Financial Management
 - Quality Management
 - Resource Management
 - Communications management
 - Project Change Management
 - Risk Management
 - Procurement Management
- 10.30 Morning Coffee
- 10.45 **WORK BREAKDOWN STRUCTURE (WBS)**
- Overview
 - WBS Design Principles
 - Planned Outcomes
- 11.45 **CHANGE CONTROL**
- The Process
 - Assessment
 - Planning
 - Implementation
- 1.00 Lunch & Zohor
- 2.00 **RISK MANAGEMENT**
- Planning
 - Risk Register

- 2.45 **RESOURCE MANAGEMENT**
- Human Resource (HR) Management and Techniques
 - HR Responsibility Assignment Matrix
 - Environmental Management
- 3.30 Afternoon Tea
- 3.45 **PM CASE STUDY 1**
- Preparing a Project Initiation Document
- 4.15 **PM CASE STUDY 2**
- Preparing a Project Costing SpreadSheet
- 5.00 End of Program

**UPON COMPLETION OF THIS COURSE,
YOU WILL RETURN TO YOUR JOB...**

1. Developing a working knowledge of PM.
2. Differentiating between the different tools for PM.
3. Implementing strategies and methodologies to create an effective PM programme.
4. Increasing your knowledge and skills to identify and address PM issues at all levels.
5. Implementing mechanisms to measure PM performance at all levels.
6. Analysing and understanding the impact of PM on M&E issues.
7. Implementing plans that are cost effective and aligned to the organisation's strategic goals.
8. Improving performance by developing detailed specifications with service partners.
9. Establishing an effective PM team.

LEARNING PARTNER

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

His vast industrial experience includes being a General Manager for Facilities Management in a company involved in the management of various facilities, including manufacturing plants, high-rise commercial buildings, chemical plants etc. He also has extensive theoretical and practical knowledge of the various M&E equipment used in industries.

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 Management
- Project Monitoring and Cost Control
- Value Engineering and Life Cycle Costing for all Professionals
- 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 Centered Maintenance etc.
- Lean Manufacturing

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

PRACTICAL PROJECT MANAGEMENT FOR MECHANICAL, ELECTRICAL AND INSTRUMENTATION ENGINEERS

22-23 MARCH 2010 | KUALA LUMPUR

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HOW TO REGISTER

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50450 Kuala Lumpur

FEES

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

1 Person	Group fee per person for 3 or more* (from the same company)
RM2295	RM1995 (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:

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A/C No: **3 - 0903390 - 12**

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TT must include additional RM75 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

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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 your 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

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