

**REGISTRATION FORM**

**Course on Effective Project Management  
- Earned Progress Approach**

**28 January 2019, Venue : Meeting of Minds, Nilai University**

No	Name(s)	IC	Fee (RM)*
Total Payable			

Term of Payment:  Cheque  LO  Online Transfer  
Nilai Education Sdn Bhd | Acc No: RHB (2-05051-10000-97-9)

\*Fees MUST be fully paid A WEEK BEFORE the commencement of the course. Bookings by fax from outstations MUST be forwarded with payments at least A WEEK BEFORE the day of the course. Seats could only be confirmed upon payment.

Enclosed herewith a crossed cheque No: \_\_\_\_\_ for the sum of RM \_\_\_\_\_ issued in favour of "Nilai Education 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 Organising Committee as stated in the **cancellation term**. If I/We fail to attend the seminar, the paid registration fee will not be refunded.

Contact Person: \_\_\_\_\_ Designation: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone No.: \_\_\_\_\_ (O) \_\_\_\_\_ (Fax)

\_\_\_\_\_ (H) \_\_\_\_\_ (HP)

Email: \_\_\_\_\_

\_\_\_\_\_  
Signature & Stamp

\_\_\_\_\_  
Date

Photocopies are acceptable

**Course on  
Effective Project Management  
- Earned Progress Approach**

Organized By:

Faculty of Engineering, Science and Technology, Nilai University

**Date : 28 January 2019 (MONDAY)**  
**Venue : Meeting of Minds,  
Nilai University**  
**Time : 9.00 am – 1.30 pm**

**Registration Fee**  
**Normal : RM150**  
**Student : RM75**  
Closing date: 18 JANUARY 2019

For more information, please contact

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017-690 8506  
016-665 1849

**IMPORTANT NOTES**

- Payment can be made via **CHEQUE/BANK-IN TRANSMISSION/ ONLINE TRANSFER/WALK-IN**.
- **FULL PAYMENT** must be settled before commencement of course, otherwise participant will not be allowed to attend the course.
- If place is reserved and intended participant fail to attend the course, fee is to be settled in full. If participant has made payment and failed to attend the course, the fee paid is non-refundable.
- The Organising Committee reserves the right to postpone, reschedule, allocate or cancel the course.
- No cancellation will be accepted prior to the date of the event.

## Synopsis

Determination of actual progress in term of time and cost is very important during the execution and monitoring of any project. Effective project management is the accepted solution that uses a structured approach in managing projects. Successful managers is assisted by their ability to develop a fully integrated information and control system to plan, instruct, monitor and control large amount of data, quickly and accurately to facilitate the problem solving and decision making process. Comprehensive toolkit using a computer producing organisation charts, work breakdown structures, bar-charts, resource histograms and cash flow statements.

Wrong reporting arises when expenses and progress are reported separately. Hence, quality and accurate estimation is essential to effectively plan and control a project. Data Capture technique provides regularly information on the project's progress and status. The Earned Value approach, developed in 1967, fully integrated cost and time. The performance measuring mechanism periodically assessed progress and costs in comparable units against baseline plan.

Earned Value structure can either be presented as table that provides further detail to investigate any variance, or as graph that provides an excellent presentation that can be easily assimilated. The schedule variance can be translated directly from the earned value graph using any one of the three measuring techniques.

## About The Speaker



**Professor Ir. Dr. Abu Bakar Mahat** hails from an engineering background having completed his BSc. Honours in Mechanical Engineering. He holds a Master and Doctorate Degrees in the field of Manufacturing Technology from University of Manchester Institute of Science and Technology (UMIST), United Kingdom in 1983 and 1987.

He has substantial industrial experience that covers many technical and management functions as well as business development and project implementation. To date, he has successfully managed and completed a number of projects of various capacities. He is very active in providing advisory and consultancy services and representatives to the various private and government agencies such as MARA, SIRIM, CIDB, SMIDEC, IEM and BEM.

Professor Ir. Dr Abu Bakar Mahat currently serves as the Dean of Faculty of Engineering, Science and Technology at Nilai University and heads the various departments offering engineering, aircraft maintenance, information technology, applied sciences and allied health programmes..

Last but not least, he is a highly respectable and reputable professional in the field of Mechanical as Corporate Member of IEM (MIEM), registered Professional Engineer with BEM (PEng), Corporate Member of Institution of Mechanical Engineer, UK (MIMEchE) and a Chartered Engineer, UK (CEng).

## Course Schedule & Outline

TIME	SCHEDULE
0900am – 0930am	Light Breakfast / Registration
0930am – 1030am	Session 1 Brief Introduction to Project Management Project Planning and Scheduling Data Capture Method
1045am – 1100am	Tea Break
1100am – 1215pm	Session 2 Earned Value Approach Determination of Cost and Schedule Variances Decision Making & Analysis
1215pm – 1245pm	Q&A / Certificate Presentation
1245pm – 0130pm	Lunch

## Who Could Benefit From The Course

- Project Directors
- Contract Managers / Executives
- Project Managers / Engineers
- Site Managers / Site Agent
- Quantity Surveyors
- Site Supervisors
- Developers
- Contractors and sub-contractors
- Graduates and Students