



Two Days Intensive Seminar

SBL Claimable Subject to HRDF Approval

# Essentials of Construction Project Management

(Special Emphasis on Critical Path Methods and Generating Reports)

21ST & 22ND MAY 2009  
JW MARRIOTT HOTEL,  
KUALA LUMPUR

### Objectives

- Better understanding and practical applications of essential principles and best practices of project management for construction
- Avoids costly mistakes by gaining an insight into the success and failure factors of projects
- Become more effective and productive by adopting a standard methodology in managing projects with cross reference to world class PMI's book of knowledge PMBOK®
- Improves your project success by enhancing your management skills and applying practical tips, tools and techniques
- Easy to use step-by-step ways in conceptualizing, defining, planning, monitoring, controlling and closing projects
- Be more confident in forecasting time and cost of completion
- Assess and mitigate project risks methodically
- Networks with other participants and shares valuable experiences

Participants are requested to bring along electronic calculator

### Outline

#### Introduction and Key Concepts

- Definitions and characteristics of construction projects
  - Processes and frameworks of project management
  - Triple constraints and trade-off
  - Project life cycle phases and delivery methods
  - Critical success factors of project management
  - De-facto standards and methodology
  - Monetary, operational, strategic and technical assessments
  - Work breakdown structure and organization breakdown structure
  - Identifying and managing the important players and stakeholders
  - Roles and responsibilities, job functions of project manager
  - Alternative solutions: joint ventures, outsourcing, contracts
  - Building partnering relationships
- #### 7-Step Methodology
- Step 1: Justify Your Vision
  - Step 2: Define SMART Objectives

- Step 3: Plan with Quality
- Step 4: Manage Risks
- Step 5: Execute Effectively
- Step 6: Monitor and Control Closely
- Step 7: Terminate Wisely

#### Essential Management Skills, Tools and Techniques

- SWOT analysis
- Financial techniques: NPV, ROI, IRR, Break Even
- Network techniques: Gantt Charts, AOA, AON, PERT
- Critical path method
- Cost estimating
- Earned value analysis and performance indices
- Forecasting time and cost of completion
- Leadership and motivation skills
- Conflicts resolution
- Effective communication
- Project quality management and safety in construction
- Project procurement strategies and contract disputes
- 7 habits of highly effective project manager
- Group discussion/exercises/case studies/role plays

Conducted By Distinguished Speaker:

IR. FRANKIE CHONG

Ir. Frankie Chong has over 30 years of unparalleled working experience in various industries such as telecommunication, information technology, engineering, construction, finance, military, insurance, training and education.

He obtained his B. Sc (Hons) degree in Electrical Engineering from the University of Manchester Institute of Science and Technology, United Kingdom in 1973 and currently holds a Professional Engineer status registered with the Malaysian Board of Engineers. He also holds a post-graduate MBA degree with majors in Finance and Marketing.

Over his long and illustrious career, Frankie has distinguished himself as being versatile and knowledgeable in areas like engineering operations and technical development, project management, re-engineering, customer contact management, sales and marketing, strategic planning, consulting, education and training. He has held several responsible positions such as the Controller of Telecommunications, the Project Director/Engineering of nation-wide mission-critical infrastructure, IT and telecommunication projects, the Chief Information Technology Officer of a leading life insurance company, Chief Paper Examiner of a UK University Degree, Head of Training and Development and a Captain in the Territorial Army.

Many participants have benefited from his training which is knowledge and skill-based, action-orientated, highly interactive and complemented with practical applications and real-life case studies. The general feedback describes his training as stimulating, informative and effective. Some of his clients come from Telekom Malaysia, Shell Brunei, Tenaga Nasional, iNet263.com (Beijing, China), Trends.Net (Philippine), MIM, MINDEF, IEM, MRCB, UEM, UPS, Siemens, PTP, IOI Properties, Sudan Welfare Ministry, Berjaya Land, UITM, MMU, UTM, UCSI, Inti College and many others.

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### REGISTRATION FORM

EARLY BIRDS: Registration and Payment by 4th May 2009 – RM1350.00 per person

GROUP DISCOUNT: Two or More Persons from same organization – RM1400.00 per person

REGULAR FEE: RM1450.00 per person inclusive of lunch/tea-breaks/valuable seminar materials & CERTIFICATE

(Crossed Cheque/Bank Draft payable to ASIA PACIFIC DILIGENCE SDN. BHD.)

MAILING ADDRESS: B-2-9A, Megan Avenue II, 12, Jalan Yap Kwan Seng, 50450 Kuala Lumpur

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Cancellations & Transfers: If you are unable to attend, a substitute candidate(s) is welcome at no extra charge. Please provide the name and position of the substitute delegate at least 2 days prior to the seminar. A full refund less 25% administrative charge will be made for cancellation received in writing 2 weeks prior to seminar. A 50% refund will be given for cancellation received 1 week prior to the seminar. Regrettably, no refund can be made for cancellation 3 days before the seminar. If registration is confirmed, a 25% administrative charge will be incurred for non-attendance.

The organizer reserves the right to change speakers and/or modify the programme content without prior notice.