REGISTRATION FORM
Successful Project Management

Please submit the completed Registration Form together with payment to
Centre for Extension Education
Universiti Tunku Abdul Rahman
9 Jalan Bersatu 13/4, 46200 Petaling Jaya
Selangor Darul Ehsan
Fax: 03-7957 3818

Participant(s) details

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<th>Name &amp; IC No.</th>
<th>Designation</th>
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Organisation: __________________________
Address: ________________________________

Contact Person: _________________________
Designation: ____________________________
Tel: __________________ Fax: ____________
Email: ________________________________

Tick (✓) if applicable:
☐ a group of 3 or more participants from the same organisation
☐ alumni of UTAR & KTAR
☐ Early Bird before 20.6.11

Please enclose documented proof with programme registration form

PAYMENT DETAILS:
Enclosed is Cash/ Cheque No. ___________ RM ___________
made in favour of Universiti Tunku Abdul Rahman.

TERMS & CONDITIONS
• All registrations MUST be accompanied with payment.
• Payment must be received at least 7 working days prior to the date of programme.
• Fees paid are not refundable but replacement of participants may be accepted
• The University reserves the right to cancel or postpone, or make any amendments and/or changes to the programme if warranted by circumstances beyond its control.

Participants are advised to retain a photocopy of this programme flyer for reference

COURSE DETAILS
- Title -
Successful Project Management
- Date & Time -
18-19 July 2011
9.00am - 5.00pm
- Venue -
Centre for Extension Education
Universiti Tunku Abdul Rahman
9 Jalan Bersatu 13/4, 46200 Petaling Jaya
- Fee -
RM780.00 per participant
(inclusive of course materials, refreshment and Certificate of Attendance awarded by UTAR)

ENQUIRIES & REGISTRATION

Contact: JENNIFER / SIA
Tel: (603) 7957 2818
(03) 79582628 ext. 8610
H/P: (6016) 223 3563
Fax: (603) 7957 3818
Email: cee@utar.edu.my

OTHER COURSES:
• Writing for the Media—26-27 July 2011
• The Buzan Techniques: Mind Mapping and Creativity—7-8 June 2011

SUCCESSFUL PROJECT MANAGEMENT
18-19 JULY 2011

10% Early Bird Discount Before 20.6.11
The ability to manage projects effectively and efficiently within given deadlines is a vital skill for all managers, supervisors and employees. They need updated knowledge of project management, and the proper tools and techniques to manage a project successfully, regardless of it being a simple or a multi-million dollar project. This two-day course is specifically designed to provide participants with the best mix of experience, theory and “hands-on” practice that enhance their working knowledge and skills in managing projects.

OBJECTIVES
By the end of the workshop, participants should be able to:
♦ understand the use of Project Management methodologies in defining project phases, handling project resource conflicts, project resources and brainstorming of ideas.
♦ understand the use of Project Management tools for determining timelines, tracking progress, risk management, cost impacts and resolutions, quality issues and scope of projects.
♦ understand and apply key concepts and significant elements of Project Management in specific projects.
♦ apply and use an advanced set of Project Management tools, techniques and templates at their Workplace.

COURSE OUTLINE
- Project Management Background
- Project Initialisation Process
- Project Lifecycles and Phases
- Project Management Tools and Techniques
- Project Planning Process
- Project Execution, Control and Close-out process
- Project Management Focus
- Project Risk Management
- Roles and Responsibilities of a Project Manager

WHO SHOULD ATTEND
Professionals and technical personnel who are involved in the planning, implementation and management of projects.

TRAINER
♦ Certified Project Management Professional (PMP®) trainer

Approved PROLUS Programme

UTAR MAP (PJ CAMPUS)

Universiti Tunku Abdul Rahman
Centre for Extension Education
No.9 Jalan Bersatu 13/4
Petaling Jaya 46200
Selangor Darul Ehsan, Malaysia

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