

PROJECT MANAGEMENT FOR ACCOUNTANTS

KUALA LUMPUR 6 NOVEMBER 2019

INTRODUCTION

This workshop focuses on the fundamental of project management, particularly on system implementation and business projects. This workshop will be using the methodology defined by Project Management Institute of USA and Mind Mapping from the proven ThinkBuzan approach for the delivery.

LEARNING OUTCOMES

- Explore the concepts for project management.
- Identify what activities and tasks need to be carried out in a project.
- Learn the process on how to start, plan, execute, monitor, control and closure of a project.
- Innovated and generate ideas on how to run a prototype project.

WHO SHOULD ATTEND

Accountants, finance managers, finance executives who are managing their financial applications, it professionals responsible for application implementation, business professional and administrators.

SPEAKER'S PROFILE

MR STANLEY WONG KAH LEONG

Stanley Wong is a Project Management Professional (PMP) and a HRDF certified trainer. He holds MSc in IT degree specializing in project management. He is a Certified Professional Trainer, Chartered Accountant and a member of Malaysia Institute of Accountants. He has 20 years of working experience in system implementation project management, specializing in financial management application. In addition, he is involved in providing training and advisory in relation to business mind mapping as a ThinkBuzan License Instructor accredited by Tony Buzan.

EARLY BIRD SPECIAL

Enjoy **10%** savings when you register online at least **one** month before the workshop date.

EVENT DETAILS

Wednesday 6 November 2019

TIME
9.00am – 5.00pm

VENUE
CPA Australia Seminar Room
Suite 10.01, Level 10
The Gardens South Tower
Mid Valley City
Lingkaran Syed Putra
59200 Kuala Lumpur

FEE (inclusive of 6% Service Tax, lunch and tea-breaks)
Member: RM477.00
REP/Member staff: RM583.00
Non-member: RM710.20



Based on the merit of each applicant

LEVEL
PROFICIENT

CLAIM UP TO
8 CPD HOURS



PROJECT MANAGEMENT FOR ACCOUNTANTS

KEY TOPICS COVERED

Introduction to project management

Key concepts

- Project, program and portfolio
- Project life cycle
- Project management office

Role of project manager

Five phases of project management processes

- Initiating
- Planning
- Executing
- Monitoring and controlling
- Closing

Integrated management

- Project charter

Scope management

- Scope requirements
- Define scope
- Work breakdown structure
- Validate scope
- Control scope

Time management

- Define activities
- Estimate resources
- Estimate duration
- Develop schedule

Cost management

- Estimate costs
- Determine budget
- Control costs
- Contingency

Quality management

- Plan quality
- Quality assurance
- Control quality

Human resources management

- Acquire and assemble project team
- Develop team
- Manage team

Communication management

- Plan communication
- Manage communication

Risk management

- Identify risks
- Quantitative and qualitative risks
- Risk response
- Risk mitigation
- Risk avoidance
- Risk acceptance
- Control risks

Procurement management

- Make or buy
- Conduct procurement
- Control procurement
- Close procurement

Stakeholder management

- Project sponsor
- Plan and manage stakeholders
- Control stakeholders

Case study using mind mapping for project management

REGISTRATION FORM

Save 10% on workshops when you register online at cpaaustralia.com.au/malaysiatraining. You can also return completed form to CPA Australia.

✉ CPA Australia (M) Sdn Bhd (291307-P), Suite 10.01, Level 10, The Gardens South Tower,
Mid Valley City, Lingkaran Syed Putra, 59200 Kuala Lumpur

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1 PARTICIPANT DETAILS

PARTICIPANT 1		Attending as	<input type="checkbox"/> Member	<input type="checkbox"/> REP / Member staff	<input type="checkbox"/> Non-member
Full name as per I/C	(Dato' / Datin / Dr / Mr / Mrs / Ms)	CPA Australia Member ID			
Position		Email*			
Mobile		Special dietary requirements (if any)			
PARTICIPANT 2		Attending as	<input type="checkbox"/> Member	<input type="checkbox"/> REP / Member staff	<input type="checkbox"/> Non-member
Full name as per I/C	(Dato' / Datin / Dr / Mr / Mrs / Ms)	CPA Australia Member ID			
Position		Email*			
Mobile		Special dietary requirements (if any)			
PARTICIPANT 3		Attending as	<input type="checkbox"/> Member	<input type="checkbox"/> REP / Member staff	<input type="checkbox"/> Non-member
Full name as per I/C	(Dato' / Datin / Dr / Mr / Mrs / Ms)	CPA Australia Member ID			
Position		Email*			
Mobile		Special dietary requirements (if any)			

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Member staff refers to staff from a CPA member's firm or organisation.

*Workshop confirmation will be sent to the stated email address.

2 CONTACT AND BILLING INFORMATION

Contact Person		Billing Address			
Phone					
Email					
Company Billing Name		State	Postcode		
Business Registration no.		Industry			

3 WORKSHOP AND PAYMENT DETAILS

NO.	WORKSHOP TITLE	DATE	LOCATION	PRICE	QTY	FEE (RM)
1						
2						
3						
TOTAL						RM

4 MAKE A PAYMENT

Do you want the electronic tax invoice/receipt to be under the company's name? Yes No

Payment method Credit card: Visit cpaaustralia.com.au/malaysiatraining to register and pay with your credit card with MYR.

Cheque: Make payable to 'CPA Australia (M) Sdn Bhd' Cheque number

Please indicate registrants full name, membership number and contact number on the back of the cheque.

For other methods of payment, call **+603 2267 3388**

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Signature / /