

MALAYSIA TECHNICAL COOPERATION PROGRAMME (MTCP)

ABOUT MTCP

The Malaysia Technical Cooperation Programmes (MTCP) was officially launched on September 7, 1980 at Commonwealth Head of State Meeting in New Delhi, India to signify Malaysia's commitment to South-South Cooperation, in particular Technical Cooperation among Development Countries (TCDC)

The programme provides various forms of technical cooperation in areas where Malaysia has the experience and expertise. The MTCP emphasise the development of human resources through the provision of training in various areas which are essential for a country's development, such as public administrations, investment promotion, ICT, banking and project management.

Since its launching, More than 29,000 participants from more than 140 countries have benefited from the various programmes offered under the MTCP. Annually, more than 100 MTCP Programmes are offered by 79 MTCP Training institutions, many of which are centres of excellence for training, with the aim of building human capital in other developing countries.

For more information on MTCP, please visit
<http://mtcp.kln.gov.my>

Project management aptitude is essential to ensure successful project delivery. It involves the application of knowledge, skills, tools and techniques to a broad range of activities in order to meet the requirements of a particular project. This course will provide participants with knowledge and tools to help them deliver project on time, on budget and in scope of work.

TRAINING INSTITUTION

Universiti Tun Hussein Onn Malaysia (UTHM) is a public university located in Batu Pahat, Johor Malaysia. It was formerly known as Institute Teknologi Tun Hussein Onn (ITTHO) and Kolej Universiti Teknologi Tun Hussein Onn (KUTTHO). UTHM is committed to generate and disseminate knowledge in order to meet the needs of the industry and the community and to nurture creative and innovative human capital, based on the laudic paradigm.

Continuing Education Centre (CEC), is a lifelong learning provider in UTHM. CEC provides various opportunities of lifelong learning and professional development programmes for local, national and international community.

Among the programmes offered include short-term courses, long-term courses and part time master programmes.

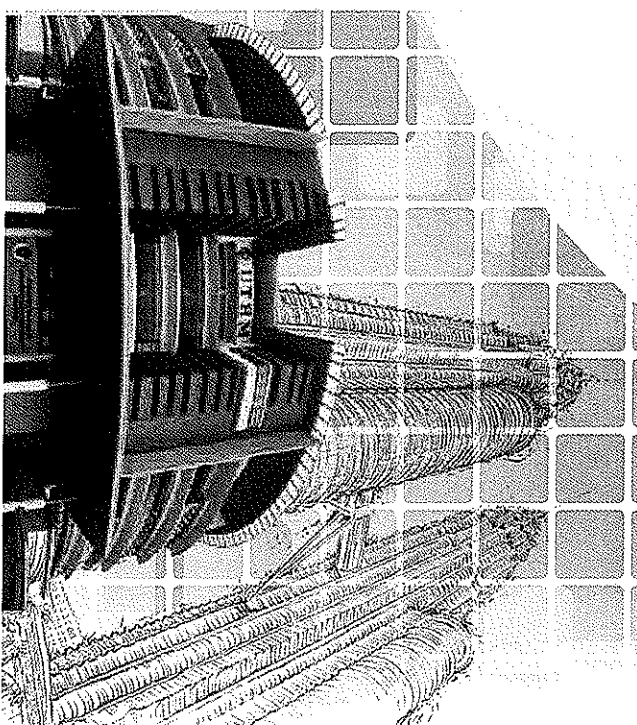
CONTACT DETAILS

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**PROJECT MANAGEMENT
TOWARDS
ORGANISATIONAL SUSTAINABILITY:
THEORY AND PRACTICE**

8 - 21 August 2015



Organised by :



CLOSING DATE: 30 APRIL 2015

COURSE OBJECTIVES

This course is designed to assist participants to be able to:

1. Explain the impact of project management skills on the success of managing project and tasks
2. Discuss the strengths, and limitations of several tools and techniques for project management
3. Apply several tools and techniques for managing project.

TRAINING OUTLINE

1. **Overview of project Management**
 - Project Management Concepts
 - Organisational Sustainability
 - Benefits of Project Management
 - Roles and responsibilities
 - Project Life Cycle
2. **Project Planning**
 - Project Initiation
 - Resources
 - Costing and Budgeting
 - Tools and Techniques (e.g. Work Breakdown, Structure, Critical Path Method, Project Evaluation and Review Techniques, Responsibility Matrix)
3. **Project Execution**
 - Project Communication
 - Managing Stakeholders Expectation
4. **Project Monitoring, Control and Closeout**
 - Project Documentation
 - Monitoring Project Performance

TRAINING METHODOLOGY

An integrated teaching and learning methodology which include interactive classroom activities, discussions, simulations exercise, group work on a mini project and study visits. This course will be fully conducted in English.

Note:

For lectures, participants are required to dress in formal attires. For formal occasions, lounge suit or national costume are required.

All participants need to prepare a presentation related to Project Management implementation in their respective country.

EXPECTED OUTCOME

At the end of course, the participants should be able to:

1. Explain the main concepts of Project Management
2. Discuss the importance of Project Management and its application
3. Communicate effectively and cooperate in a group to complete the task given

TRAVEL AND ACCOMMODATION ARRANGEMENTS

Sponsored participants will be provided with a round trip economy class air ticket from their international airport of origin to Kuala Lumpur

Accommodation and daily subsistence allowance:

- Participants will be accommodated either in hostel belong to the training institutions or nearby hotel on twins sharing basis.
- Participants will be provided with a daily allowance enough to cover daily meals and laundry. However, if meals are provided by the organiser, some portion of the allowance shall be deducted. The amount received varies depending on the organiser.

Medical Treatment:

- Expenses for medical treatment in government hospitals/clinics will be borne by the Government of Malaysia

MONITORING AND EVALUATION METHOD

- Presentation : 30%
- Participant : 20%
- Assignments and reports : 50%

TARGET PARTICIPANTS

Participants should be Middle Management Officers nominated by their Government having the following prerequisites:

- A bachelor's degree in any field
- 26-45 years of age
- Three years or more of working experience
- Have a good command of spoken and written English
- Medically fit
- Ability to work independently and in groups

APPLICATION AND ENDORSMENT

All applications should be made in the prescribed form which also can be downloaded from MTCPS website (<http://mtcp.kln.gov.my/download/catview/63applicationsforms>). The applications forms must be endorsed by the participating countries through the respective Ministry of foreign Affairs/focal points and to be forwarded to the relevant Malaysian Missions before it reaches the Universiti Tun Hussein Onn Malaysia (UTHM)

Submitted application forms must be accompanied by the applicant's medical report and a copy of his/her passport. The list of Malaysian embassies worldwide is available at www.kln.gov.my. The government of Malaysia will inform successful applicants no later than

ENTRY REQUIREMENTS

Passport and Travel Document

Person seeking entry into Malaysia must be in possession of a valid passport (and visa whenever applicable) and must be valid for at least 6 month beyond the period of stay allowed in Malaysia.

Visa & Vaccination

It is mandatory under MTCP for all the MTCP/CTCP participants to follow the visa with Reference (VWR) application procedure. This will minimise complication at the immigration counter at the Kuala Lumpur International Airport (KLIA) and throughout the training programme.

Successful participants are advised to arrange for their own visa and vaccination prior to their travel, in which the expense to obtain such requirement should be borne by them. They are required to submit a colored photocopy of the first page of their valid passport, passport sized colour photo and acceptance letter to the program organizer for immigration processing.

Upon receiving the passport colour copy, passport sized colour photo and acceptance letter from the selected participants, the organiser will apply for VWR at the Department of Immigration in Malaysia and obtain either specific or generic VWR Approval Letter for the participants. A copy of this VWR Approval Letter will be sent directly to the participant and related Malaysian Mission. All the participants must follow the state procedure.

If the selected participants do not agree to obtain the VWR or adhere to the necessary procedure, the organiser reserves the right to revoke their participation.