

PROJECT MANAGER INTRODUCTORY COURSE

DATE : 26 APRIL TO 28 JUNE 2023 (Every Wed)

TIME : 4pm to 6pm

MODE : ONLINE LEARNING (via ZOOM)

(Jointly Organised by Society of Project Managers and NTUC U Associate)

NTUC
members
eligible
for UTAP
Funding



Susan Lau



Lim Weng Kien



Kenneth Lim



Chan Lai Bing



Lee Lik Hong



Amos Teo



Chan Kian Guan



How Weng Kong



Bernard Ho

Overview :

A 2.5-month course (over 10 weekly modules) which aims to provide an overview of the phases of a project life cycle, from planning to completion. Conducted by SPM members, the trainers will be sharing concepts as well as updates from Singapore Authorities and framework from Building and Construction Authority. There will be case studies and discussions on how project management enables organisational outcomes in terms of planning, design development, tender and construction.

Fees :

Full Course (10 Modules)

Individual

NTUC Member : \$800 nett
Non-Member : \$880 nett

Corporate Rate

\$720 nett per participant
(Minimum 2 pax – 10% discount)

Single Module

Individual

NTUC Member : \$100 nett
Non-Member : \$120 nett

Payment Methods

1. PayNow to UEN Number: S94SS0100J
(please quote PMIC202304)
2. Bank transfer to DBS Current Account:
001 0540840
3. Send us a crossed cheque :
Society of Project Managers
Macpherson Road Post Office
PO Box 1083
Singapore 913412

CPD Points

Attendees who are SPM accredited members will be awarded the following points :

Full Course
15 CPD Points

Single Module
2 CPD Points

Lecturer

2 CPD Points per topic

Course Details :

26 April (Module 1)

Introduction to Project Management Services

3 May (Module 2)

Design For Safety

10 May (Module 3)

Understanding BCA Procurement Methodology

17 May (Module 4)

Design Management

24 May (Module 5)

Singapore Authorities Matters and TOP Stage

31 May (Module 6)

Project Quality Benchmarking

7 June (Module 7)

Contract Management

14 June (Module 8)

Construction Management

21 June (Module 9)

WSH Principles and Site Safety

28 June (Module 10)

Project Completion stage



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Registration:

Please register by 10 April 2023.

Scan the QR Code
or click on the link below to register :
<https://forms.office.com/r/DcvkFq6rdx>

Applicants are entitled to apply and are eligible for APM certification after the PMIC course.

Information

Please note that the link to join the Webinar will be sent to registered participants (2) working days before the event date. Please contact SPM either by phone or email should you not receive any link. SPM reserves the right to cancel or postpone any Webinar due to unforeseen circumstances.

Personal Data Protection Act

By submitting this form to SPM, I hereby warrant that all the information I have submitted in this Form is true and accurate to the best of my knowledge. I further understand that any personal data which I have provided in this form may be processed by SPM for all organized activities. I expressly consent to such processing for the purposes specified by SPM. I understand that any personal data disclosed by me herein will be retained by SPM.

Payment

Payment for the webinar must be made before the course commencement date. Do notify us if an invoice is required for payment.

Replacement/Postponement

No postponement is allowed. A notice of replacement together with the full particulars of the new participant must be given to us at least 2 working days prior the event.

Cancellation

Written notice of replacement or withdrawal must be given at least 2 weeks before the event date and a penalty charge of 50% of the course fee per participant will apply for absentees without written notice or "No-show".

Disclaimer

Dates & speakers are subject to changes without prior notice.

	Single Module	Full Course (10 Modules)
Payment	To pay fully upon registration	To pay fully upon registration
Cancellation	Written Notice at least 2 week prior to commencement date of Module: Full Refund	Written Notice at least 2 week prior to commencement date of Full Course: Full Refund
	Thereafter / No Written Notice / "No-show": 50% Refund	Thereafter / No Written Notice / "No-show": 50% Refund
Certificate	Certificate of Achievement (indication of no. of modules taken/full course)	
Conditions of Certification	Required Attendance: At least 75%	
	Required Assessment Score: At least 50% for each module	

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NTUC Membership

Those who are not NTUC members can submit their application to become a member of the NTUC to benefit from the UTAP funding. You can apply for NTUC Membership via :

<https://www.ntuc.org.sg/wps/portal/up2/home/eservices?ext=portal&product=member&refid=UA-ONLINESPM>

UTAP funding for NTUC Members :

NTUC members enjoy 50% unfunded course fee support for up to \$250 each year when they sign up for courses supported under UTAP. NTUC members aged 40 and above can enjoy higher funding support up to \$500 per individual each year, capped at 50% of unfunded course fees, for courses attended between 1 July 2020 to 31 December 2025.

For further details, please visit :-

<https://www.ntuc.org.sg/wps/portal/skillsupgrade/home/skillsupgradeavailable/featuredindustries>

NTUC Members Eligibility for UTAP Application

To be eligible for UTAP Application, NTUC members are required to meet the following criteria :

1. Paid-up NTUC membership before course commencement, throughout the whole course duration, and at the point of claim.
2. The course by training provider must be supported under UTAP and training must commence within the supported period.
3. The course must not be fully funded through company sponsorship or other types of funding.
4. Member must achieve a minimum of 75% attendance for each application and sat for all prescribed examination(s), if any.
5. UTAP application must be submitted within 6 months after course completion

For any queries on the funding scheme and application, please email UTAP@e2i.com.sg or call NTUC Membership Hotline at 6213-8008.



PROJECT MANAGEMENT INTRODUCTORY COURSE

MODULE 1 : INTRODUCTION TO PROJECT MANAGEMENT SERVICES

Speaker : Susan Lau

Date : 26 April 2023

Time : 4pm to 6pm

Mode : Online Learning (via Zoom)

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**Speaker :
Susan Lau**

Speaker's Profile

Susan Lau has more than 20 years of experience as a project manager in real estate developer, consultancy business and as project representative for institutions.

Trained as an architect, she has extensive project management experience in both public and private sectors, from education to healthcare facilities to business parks and others.

She holds a MBA and a MSc in Sustainable Building Design. Susan is an accredited Project Management Professional by Building Construction Authority, Singapore

Synopsis of Topic:

The Singapore built environment is constantly evolving from regulations to resources. Every project is unique, requirements are diverse from project to project and the project manager is faced with managing an endless myriad of tasks. Very often, this has led to project manager managing the interplay between consultants and builder challenges.

This session introduces the overview of project manager structured approach towards a collaborative system in managing projects of varying scale and complexity with the consultant team, integrating owner and builders from designing to building completion, and understanding current trends from regulations and resources that may impact the design, construction methodologies and ultimately delivery deadline.

PROJECT MANAGEMENT INTRODUCTORY COURSE

MODULE 2 : DESIGN FOR SAFETY

Speaker : Lim Weng Kien

Date : 3 May 2023

Time : 4pm to 6pm

Mode : Online Learning (via Zoom)

The information contained in this presentation is proprietary and confidential. It is intended only for use during the presentation on 3 May 2023 and should not be disseminated or distributed to parties outside the presentation or used for any other purpose without the written approval of SPM.



Speaker :
Lim Weng Kien

Speaker's Profile

Weng Kien has over 32 years of experience in design development, contract administration and project management for building typologies, specializing in institutional, residential, medical developments and places of worship.

He is a Qualified Person, Registered Architect, Professional Project Director, Design for Safety Professional and Green Mark Manager. As a DfS Professional, he currently conducts DfS Review workshops for Changi Terminal 5, A&A to Terminal 1,2 & 3, SP Labrador, HDB BTOs projects, MOE school projects and Civil Defence Academy.

Weng Kien holds a MSc Project Management from NUS. As a project manager, his portfolio includes Specialised Schools, University, Place of Worship, Sport Complexes, Shopping Centres, Event Organising, Interior Design and Fire Station. He also supervised a team of Project Managers managing the Nursing Homes and mixed development on Plot H9A for Singapore General Hospital.

He has far-reaching experience in organising, coordination and managing submission tenders for design competitions. His work includes Jurong General Hospital, Changi Motorsports Hub, Jurong Science Centre, ITE Central HQ and shortlisting of NUS master-planning.

Synopsis of Topic:

This course aims to get Project Manager to take active roles, responsibilities and participation as stakeholders in the design for safety review workshop through:-

Learning Objectives:

- Understanding the purpose of Design for Safety
- Roles & responsibility of the project stakeholders
- How are the hazards and risks in the project being identified?
- How are the risks are designed out or mitigated or reduced to as low as reasonably practicable?
- What the common hazards and risks in design, construction, maintenance, repairs and demolition?

Course Outline:

- Why is there a need for Design for Safety?
- What is Design for Safety?
- What are the Design, Construction and Maintenance Risk?
- Who are the Stakeholders in the Design for Safety Review?
- When & How is Design for Safety Conducted?
 - GUIDE 1 – Concept Design
 - GUIDE 2 – Detailed Design, Maintenance and Repair
 - GUIDE 3 – Pre-Construction
- What is Design for Safety Risk Register?
- Design for Safety Risk Matrix
- Design for Safety Hierarchy Risk Control



PROJECT MANAGEMENT INTRODUCTORY COURSE

MODULE 3 : UNDERSTANDING BCA PROCUREMENT METHODOLOGY

Speaker : Susan Lau

Date : 10 May 2023

Time : 4pm to 6pm

Mode : Online Learning (via Zoom)

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Speaker :
Susan Lau

Speaker's Profile

Susan Lau has more than 20 years of experience as a project manager in real estate developer, consultancy business and as project representative for institutions.

Trained as an architect, she has extensive project management experience in both public and private sectors, from education to healthcare facilities to business parks and others.

She holds a MBA and a MSc in Sustainable Building Design. Susan is an accredited Project Management Professional by Building Construction Authority, Singapore

Synopsis of Topic:

In Singapore's competitive environment, procurement through competitive tendering is a common practice in the building industry for services and builders for the best "value-for-money". With procurement of services and works becoming an integral part of project development, the Building and Construction Authority has been the driving force behind public sector procurement methodology incorporating a transparent, fair and reasonable objective assessment that allow all walks of life and scale of business to tender in the built environment.

Very often, the project manager is part of the procurement process and leading the team in the execution of project. This session introduces BCA procurement methodology that has been widely used for setting the evaluation criteria and weightage for procuring consultancy services and builder works.



PROJECT MANAGEMENT INTRODUCTORY COURSE

MODULE 4 : DESIGN MANAGEMENT

Speaker : Kenneth Lim

Date : 17 May 2023

Time : 4pm to 6pm

Mode : Online Learning (via Zoom)

The information contained in this presentation is proprietary and confidential. It is intended only for use during the presentation on 17 May 2023 and should not be disseminated or distributed to parties outside the presentation or used for any other purpose without the written approval of SPM.



Speaker :
Kenneth Lim

Speaker's Profile

Kenneth Lim is the Deputy Director of SIPM Consultants Pte Ltd graduated with a degree in Bachelor of Architecture from The University of New South Wales, Australia in 1999. He has more than 20 years of working experience in the Built Industry engaged across all levels of design and technical development, with project delivery experience including China and Dubai. He had worked on various building projects ranging from residential projects, mixed-use development, retail and commercial, healthcare as well as industrial building type.

Apart from project management and architectural works, he had prior experience working as a Business Development Manager, heading a department, and providing a web-based electronic-solutions for project team members to manage their building projects over a common e-platform.

Currently, Kenneth is also a Council Member of the Society of Project Managers, Singapore and a Member of the Design for Safety Professional.

Synopsis of Topic:

Project design is an early phase of the project where a project's key features, structure, criteria for success, and major deliverables are all planned out. The aim is to develop one or more designs that can be used to achieve the desired project goals.

Design management is a field of inquiry that uses project management, design, strategy, and supply chain techniques to control a creative process, support a culture of creativity and build a structure and organization for design.

In order that project budgets can be satisfied, programmes achieved and designs properly co-ordinated and communicated, the design process needs to be planned and controlled. Problems can occur when there is missing or poorly communicated information, inconsistencies between documentation, poor resource allocation and decision making due to inadequate information, and so on.

These difficulties have become more prevalent with buildings becoming more technical, increasing range of products and materials, stricter standards and regulations and greater number of specialist designers, particularly in the early stages of the design process.



PROJECT MANAGEMENT INTRODUCTORY COURSE

MODULE 5 : SINGAPORE AUTHORITIES MATTERS AND TOP STAGE

Speaker : Chan Lai Bing

Date : 24 May 2023

Time : 4pm to 6pm

Mode : Online Learning (via Zoom)

The information contained in this presentation is proprietary and confidential. It is intended only for use during the presentation on 24 May 2023 and should not be disseminated or distributed to parties outside the presentation or used for any other purpose without the written approval of SPM.



Speaker :
Chan Lai Bing

Speaker's Profile

Lai Bing graduated with a Bachelor of Architecture (Honours) from National University of Singapore. She is a registered Architect with more than 36 years of experience in the construction industry.

Her expertise is in project development and management in government and private sectors and had been involved in offices, hotels, residential, industrial, institution and healthcare developments.

Her portfolio includes condominiums, SMU City Campus at Bras Basah, W Hotel in Sentosa, Our Tampines Hub in Tampines, Integrated Care Hub in Novena and Bideford Hills mixed development in Orchard. The new SIT Campus and Integrated Community Hub, both at Punggol, are current projects she is overseeing.

Synopsis of Topic:

There is a need to understand the authorities' workflow when dealing with technical submissions and approvals to accomplish deadlines set and to avoid additional costs to rectify non-compliances. Having projects completed and handed over to the owner on time, within budget and of high quality is a contractual obligation and all stakeholders need to play their respective roles to meet the objective.

The Project Manager plays an important role for the successful initiation, execution, monitoring and closure of a project. Adopting effective methodology, the PM can work with the Project Team to attain the necessary clearances in a timely manner to avoid delays at TOP stage.

This session aims to provide an overview of the regulatory issues of key agencies; and challenges faced in projects and how best to manage.



PROJECT MANAGEMENT INTRODUCTORY COURSE

MODULE 6 : PROJECT QUALITY BENCHMARKING

Speaker : Lee Lik Hong

Date : 31 May 2023

Time : 4pm to 6pm

Mode : Online Learning (via Zoom)

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Speaker :
Lee Lik Hong

Speaker's Profile

Lik Hong has 20 years of experience in the industry and successfully led and completed many public and private sector projects spanning healthcare, hospitality, commercial, education, industrial and engineering projects. This includes Health Science Authority, Downtown East Redevelopment, Singapore American School, BreadTalk iHQ, Studio M Hotel, Alibaba office fit out.

Lik Hong graduated as a Mechanical Engineer from University of Sheffield. A gold medal recipient & book prize winner in MSc Project Management from NUS, and MSc in Sustainable Building Design. He is specialised on building, engineering, sustainability focused projects, and highly experienced in managing large scale project over complex project environment with multiple stakeholders.

Synopsis of Topic:

In urban building projects, besides completing project within allocated budget and time, the industry is filled with factors that define other aspect of a successful project. For example, the project's achievement in sustainability goal, design inclusiveness, safety and productivity. Each of these attributes has its own definition, governing parameters and a school of knowledge.

This session will introduce the common bench markings in urban building projects, such as Green Mark, Universal Design, CONQUAS etc. their certification and award processes.



PROJECT MANAGEMENT INTRODUCTORY COURSE

MODULE 7 : CONTRACT MANAGEMENT

Speaker : Amos Teo

Date : 7 June 2023

Time : 4pm to 6pm

Mode : Online Learning (via Zoom)

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Speaker :
Amos Teo

Speaker's Profile

Amos is a Chartered Quantity Surveyor by profession.

He is an Accredited Adjudicator under the Building and Construction Industry Security of Payment Act and has rendered numerous adjudication determinations.

He has acted as an expert witness in arbitration proceedings and has also been involved in numerous arbitral awards and neutral valuations.

He has over 40 years of experience ranging from contract administration and cost management to contract advisory and dispute management. He started his career as a Contracts Officer in HDB in the seventies and was the head of Contracts Department in JTC from 1977 until 1995 when he was seconded to PSA to take charge of the Contracts and Supplies Department. He was with Langdon and Seah from 1999 before joining Surbana Jurong in early 2017.

He is now the director of the Threesixty Contract Advisory Pte Ltd under Surbana Jurong.

Synopsis of Topic:

This is an introductory course for Contracts Management where the trainer will go back to the basics of contracts management before exploring key practice issues. He will also provide an insight on the handling of payment claims and payment response provided under the Security of Payment Act.

At the end of the training, the attendees will be equipped with the essentials of contracts management and able to appreciate the importance of contracts management as part of project management's body of knowledge. A lack of knowledge and understanding of these essentials will result in project delay, inaccurate estimates, poor quality and increase the possibility of the project not meeting its objectives. Failing which disputes will become inevitable.



PROJECT MANAGEMENT INTRODUCTORY COURSE

MODULE 8 : CONSTRUCTION MANAGEMENT

Speaker : Chan Kian Guan

Date : 14 June 2023

Time : 4pm to 6pm

Mode : Online Learning (via Zoom)

The information contained in this presentation is proprietary and confidential. It is intended only for use during the presentation on 14 June 2023 and should not be disseminated or distributed to parties outside the presentation or used for any other purpose without the written approval of SPM.



Speaker :
Chan Kian Guan

Speaker's Profile

Since graduating from NUS with a B.Eng (Civil(Hons.)), Kian Guan has built up over 30 years of experience in the building and construction industry.

Besides specialising in project management, Kian Guan is also a registered Design for Safety Professional. A large part of his project management career is in public sector projects which include residential, institutional and mixed development.

His project management portfolio includes Punggol East C6, 7 & 8, Clementi Mixed Development, INTERPOL Global Complex for Innovation and SMU School of Law.

Synopsis of Topic:

This session aims to give an overview of the project manager's role and responsibilities at the construction phase of a typical construction project, and the duties that can be expected to be performed by a project manager at the various stages of the construction phase:

- Preliminary stage
- Substructural stage
- Superstructural stage
- Completion & handing over stage
- Post-construction stage



PROJECT MANAGEMENT INTRODUCTORY COURSE

MODULE 9 : WSH PRINCIPLES AND SITE SAFETY

Speaker : How Weng Kong

Date : 21 June 2023

Time : 4pm to 6pm

Mode : Online Learning (via Zoom)

The information contained in this presentation is proprietary and confidential. It is intended only for use during the presentation on 21 June 2023 and should not be disseminated or distributed to parties outside the presentation or used for any other purpose without the written approval of SPM.



Speaker :
How Weng Kong

Speaker's Profile

Weng Kong has a wealth of experience in diverse development sectors both locally and beyond Singapore. In his 20+ years of involvement in the aerospace, healthcare campus, industrial park and power infrastructure sectors, he has garnered invaluable industry knowledge by contributing a cross section of functional roles such as the SO Rep, Consultants' Project Manager, Contractors' Engineer and WSH advisor to various major overseas construction companies, as well as providing expert witness testimony in arbitration cases.

Weng Kong is accredited by the Royal Institution of Chartered Surveyors, the BCA PM accreditation scheme, the Singapore Institute of Planners and Singapore Ministry of Manpower.

He also has extensive experience in managing projects of varying scale and complexity that spans across Civil and Structural engineering, Project Management, Facility Management, Quantity Surveying and Workplace Health & Safety.

All these qualifications and experiences allow him to contribute to the projects at hand, and to serve clients in China, Myanmar, Cambodia, Malaysia and Singapore effectively.

Synopsis of Topic:

Working together towards a progressive and a pervasive WSH Culture with SJ intrinsically motivated to prevent accidents and keep our organization healthy, is fundamental to sustaining zero workplace injuries and ill-health. The four Key features cover the following:

1. It places responsibilities on stakeholders who have it within their control to ensure safety at the workplace.
2. It focuses on workplace safety and health systems and outcomes, rather than merely on compliance.
3. It facilitates effective enforcement through the issuance of remedial orders.
4. It imposes higher penalties for non-compliance and risky behaviour.

By 2028, SJ will adopt progressive practices that reflect the Vision Zero Culture



PROJECT MANAGEMENT INTRODUCTORY COURSE

MODULE 10 : PROJECT COMPLETION STAGE

Speaker : Bernard Ho

Date : 28 June 2023

Time : 4pm to 6pm

Mode : Online Learning (via Zoom)

The information contained in this presentation is proprietary and confidential. It is intended only for use during the presentation on 28 June 2023 and should not be disseminated or distributed to parties outside the presentation or used for any other purpose without the written approval of SPM.



Speaker :
Bernard Ho

Speaker's Profile

Bernard has over 41 years of PM consultancy experience. He also holds multiple posts as the President of Society of Project Managers, Member of Construction Industry Joint Committee, Member of iBuildSG Tripartite Committee and Committee Member, Member of Workplace Safety & Health Council (Construction & Landscape) Committee and Member of Singapore Business Federation Built Environment Sector IC Committee.

His project expertise is in project management, project development, IT and special complex projects. His market sector experience includes healthcare, offices, residential, hospitality, entertainment, sports and leisure, industrial, mixed development and petrochemical projects. In addition, Bernard has vast experience in resolving numerous project dispute cases and many years of global and regional project management experience.

Synopsis of Topic:

Every project needs to end and that is what project completion is all about.

The project management life cycle is usually broken down into several phases and project completion is the last phase of the cycle. These phases make up the path that takes a project from the beginning to the end.

Upon entering the project completion stage, the PMs typically look into the following:

- The preparations and processes prior to a Project Completion.
- The various methods and factors leading to a successful project completion.
- The various details and tasks that a Project Manager will do in order to lead a successful project completion.
- The good practices that have been adopted in the industry for a project completion.
- The items that are required to follow through after the project completion until the End of DLP.