

## PROJECT MANAGEMENT TRAINING COURSE 2019

“FOUNDATION OF STRUCTURED PM THROUGHOUT PROJECT LIFE-CYCLE”

*Organized by Engineering Advancement Association of Japan (ENAA)*

**Supported by Embassy of Japan in Indonesia, JETRO Jakarta and Jakarta Japan Club**

### **About the seminar**

ENAA developed this course by entrust from Ministry of Economy, Trade and Industry of Japan. It provides comprehensive knowledge and skills of overall project management for promising young engineers who work in international engineering and construction fields.

### **Who should Attend**

- Engineers working for engineering companies, Japanese or affiliated with Japan, including plant engineering, civil construction, heavy industry, energy, electronic/electrical, IT, chemical, automotive, Transport/logistics
- Engineers in pursuit of a project management position/career for construction projects
- Individuals who need to strengthen their project management knowledge and skills

### **Number of Participants**

36 participants (on a first- come -first- served basis)

### **Course Benefits**

1. Learn the overall Engineering Project Management fundamentals and a major management method adapted in Japan.
2. Enhance practical knowledge and skills throughout all stages of project management.
3. Learn how to build the common understanding with Japanese and other engineers in engineering and construction project management.

### **Note**

All participants are required to fill out the attached registration form.

### **Instructor**

**Mr. Susumu Miura, ME, PMP**

Susumu Miura was the key person of Project Management Division, Toyo Engineering, one of the largest Plant Engineering/ Procurement/ Construction (EPC) contractor in Japan. He is a Director of Project Management Association of Japan (PMAJ) and part-time instructor of Project Management in Technology at Tokyo University for years, and has been teaching Project Management in PM course provided by ENAA but also by other educational providers. He has lots of experience working as Project Manager for domestic and overseas projects. He is a coauthor of books for Project Management in Japan. He is a member of Project Management Institute (PMI) USA and the certified Project Management Professional.

## General Information

Dates : **November 26<sup>th</sup> – 27<sup>th</sup>, 2019**

Time : 9:00a.m. - 5:30p.m. each day (Registration from 8:30a.m.)

Instructor : Mr. Susumu Miura, ME, PMP

Participation Fee : **RP 3,500,000** (Including training materials and lunch and refreshments for training periods)

**\*It does not include VAT10%. Please add 10% when you make payment.**

\*Payments by bank transfer to

Bank Name : Bank Rakyat Indonesia(BRI)

BRI Giro No, 0096.01.002687.30.0 **"PT.SAKAI MITRA JAYA"**

\*Payment should be made before 15th November 2019.

\*Registration Form and bank slip should be

E-mail to: [pms@sakai-mitrajaya.com](mailto:pms@sakai-mitrajaya.com),

or post to "PT.SAKAI MITRA JAYA" (see next page for mailing address)

Venue : **Grand Kemang Hotel :**  
**(<https://grandkemang.com/>)**

Jln. Kemang Raya 2H, Kebayoran Baru, Jakarta 12730, Indonesia

Phone: (021) 7194121 Fax: (021) 7190405

Supported by : Embassy of Japan in Indonesia

: Japan External Trade Organization (JETRO), Jakarta Office

: Jakarta Japan Club



## Seminar Program 2019

Day 1 (November 26 <sup>th</sup> (Tue))	Day 2 (November 27 <sup>th</sup> (Wed))
8:30-9:00 Registration  9:00- 9:45 Opening & Self-Introduction (include course objective) 9:45-10:30 General / What's Project Management? (include essential points for PM) 10:30-10:45 Coffee & Tea Break  11:45-12:00 Pre-Contract Activity 12:00-13:00 Lunch Break  13:00-13:45 Pre-Contract Activity (Continued) 13:45-15:00 Project Planning; Work Breakdown Structure (WBS) 15:00-15:30 Coffee & Tea Break  15:45-17:30 Workshop for WBS & Presentation by groups (Project Planning for My Home Project)	8:30-9:00 Registration  9:00- 10:30 Planning; Schedule Planning (include scheduling exercises) 10:30-10:45 Coffee & Tea Break  10:45-12:00 Planning; Project Cost Planning 12:00-13:00 Lunch Break  13:00-13:30 Planning; Communication Management 13:30-14:00 Project Execution(Key points) 14:00-15:00 Controlling (include progress exercises) 15:00-15:30 Coffee & Tea Break  15:30 – 16:20 Closing 16:30-16:50 Short Exam 16:50-17:25 Exam Evaluation Certificate Awarding and Closing 17:25 Questionnaire survey

Note :

- Contents of program are subject to change.

### **Applications & Inquiries**

#### **General Inquiries and Contact in Indonesia**

##### **PT.SAKAI MITRA JAYA (Correspondent Agent)**

Manukan mukti 10A-5 Tandes Surabaya,JATIM

E-mail: pms@sakai-mitrajaya.com

Tel: 0882-1039-2420

### **Contact in Japan**

#### **The Engineering Advancement Association of Japan (ENAA)**

ENAA is a non-profit organization established in 1978 with the support of the Ministry of International Trade & Industry of Japan to promote the advancement of engineering capabilities and the development of the engineering service industry. Members of ENAA consists of 235 companies (as of June, 2019) which covers wide range of industries.

Website : <https://www.ena.or.jp/resource/global>

**REGISTRATION FORM**  
**for PROJECT MANAGEMENT TRAINING PROGRAM 2019**

Please fill-in this Registration Form & E-mail to pms@sakai-mitrajaya.com

**Application deadline: 15th November 2019**

**I am/we are\* confirmed to attend the training program on  
PROJECT MANAGEMENT TRAINING PROGRAM on 26<sup>th</sup> – 27<sup>th</sup> November 2019.**

Name: \_\_\_\_\_

(Contact Person)

Designation: \_\_\_\_\_ Email: \_\_\_\_\_

Tel no: \_\_\_\_\_

Company's name: \_\_\_\_\_

Co. address \_\_\_\_\_

**Name of Participants:**

FULL NAME	AGE	GENDER (M / F)	DESIGNATION / TITLE

\*\* Neither party shall be liable for any failure to perform its obligations under this Application if and to the extent where such delay or failure in performance arises from any cause or causes beyond the reasonable control of the party affected, including, but not limited to, any act of God, acts of government or governmental authorities, compliance with law, regulation or orders, fire, storm, flood or earthquake, war, rebellion, revolution, or riots, strike or lock-out.

## Participant's Information in Jakarta 2019

Participant's Name ;	Surname			First name		
Age	Years		Gender	Female / Male		
Company Name						
Section/Department						
Title;						
<b>Practical Experience</b> <input type="checkbox"/> YES <input type="checkbox"/> N O	<b>Please check X if you have practical experience</b>		<b>Years of Experience</b>	<b>Please describe major experiences/ major projects</b>		
		Engineering (Planning, Designing)	years			
		Procurement	years			
		Construction	years			
<b>Site Experience</b> <input type="checkbox"/> YES <input type="checkbox"/> N O		Others	years			
<b>Most Prioritized Topics to learn from this program</b>	<b>Please select one of the most prioritized topics and check X In <input type="checkbox"/> box</b>					
	<input type="checkbox"/> Pre-Contract Activity					
	<input type="checkbox"/> Planning			<input type="checkbox"/> Schedule control		
				<input type="checkbox"/> Cost planning and management		
				<input type="checkbox"/> Risk management		
				<input type="checkbox"/> Communication management		
<input type="checkbox"/> Project information management						
<input type="checkbox"/> Project Execution						
<input type="checkbox"/> Controlling & Closing			<input type="checkbox"/> Project control			
			<input type="checkbox"/> Value Management			
			<input type="checkbox"/> Closing Procedure			
<input type="checkbox"/> Others (Please specify)						

**Please note the name filled above will be transcribed for the individual certificate.**