

**2025**

PROJECT ASSURANCE - AUDITING PROJECTS, PROJECT MANAGEMENT & PROJECT RISK

PROGRAM OVERVIEW

The Project Assurance workshop provides a practical look at project risk, how it affects organizations, and how it is incorporated into governance, risk, compliance; and internal audit planning. Participants will gain a good appreciation for project risk as well as governance, risk, compliance; and internal audit approaches. Importantly the workshop focuses on both the theory (Frameworks, Standards, Guidance) as well as practical how-to insights (case studies, real life examples).

The workshop closes with a session designed to answer issues participants may have from their specific workplaces and the group discusses these in light of learnings achieved.

COURSE OBJECTIVES

Capitalise on the presenter's expert hands-on knowledge of major projects, project risk, and project assurance to gain maximum value on these vital issues:

- How to outline a framework for assessing project related risks.
- Key project management risks.
- Why projects fail.
- How the governance, risk, compliance; and internal audit activity can actively participate in the review of projects while maintaining independence.
- Key components of projects for governance, risk, compliance professionals; and internal auditors to consider when building a project audit or project review approach.
- Top ten reasons for project success.
- Types of project audits.
- A sample governance, risk, compliance; internal audit, work program with a suggested list of questions for use in an IT project assessment.

WHY YOU SHOULD ATTEND

Internal Audit is an activity that covers an organisation's operations end to end. Governance, risk and compliance is concerned with "what good looks like" in their related work areas of influence. With limited resources, the requirement to do more with less, and management's expectations for business focused recommendations this workshop allows the governance, risk, compliance professional; and internal auditor to focus on what matters.

To be seen as successful internal auditors need to show to executive management and project management the value of an independent trusted advisor. Governance, risk and compliance must also provide assurance that their second line frameworks are being applied as expected. The Board, audit committee, and executive management can give auditors access to projects, but auditors can be more effective when the project managers buy into their involvement and give them greater access.

The purpose of this workshop is to provide governance, risk, compliance professionals; and internal auditors with an overview of techniques for effectively engaging with project teams and project management offices to assess the risks related to projects.

This workshop provides the tools for an internal auditor to link their internal audit effort to an organisation's project focus. It provides for governance, risk, compliance professionals to be more effective in their second line roles. As such it is a not to be missed experience, to link with colleagues, learn from a globally recognised presenter, and leave with improved understanding of specific hands-on approaches to modern project assurance.

WHO SHOULD ATTEND

This workshop is highly recommended for governance, risk, compliance professionals; and internal auditors as well as project team staff charged with oversight of aspects of project governance, across all industry groups. It will also provide insights to Board and Audit & Risk Committee members on the questions they should be considering when receiving project briefings.

AGENDA

DAY 1

Introduction & Overview

- Topic overview
- Learning outcomes
- Presenter and participant background

Project Risk

- What are the risks?
- Why we need good project governance
- Significant project failures

Refreshment & Networking Break

Applying Skills

- Participants will provide feedback on a selected reading related to project methodologies to ensure concepts are well established.

Evolution of Project Auditing

- Engagement styles
- Case Study - large government entity

Lunch Break

Five focus areas for Project Audits

- Business Alignment
- Project Management
- Solution Readiness
- Organisational Readiness
- Implementation

Project Management Methodologies

- PMBOK, Prince2, COBIT, ValIT
- Agile Approach, Traditional Waterfall
- Hybrid methodologies

Refreshment Break

Project Management

- Understanding Project Management
- GRC Professionals, Auditors and their role in Project Management



Project Audit Planning

- Projects and the IA Annual Plan
- Internal Auditing’s Role
- Types of Project Audits

End of Day 1

DAY 2

Roles & Responsibilities

- IT Project Stakeholders
- Project Management Offices
- Third Parties

Maturity Models

- Capability Maturity Model
- Project Management Maturity Model
- System Development Maturity Model

Refreshment & Networking Break

Applying Skills

- Participants will complete two situational exercises and provide feedback to ensure concepts are well established. Internal Audit Questions for the IT Project
- Business Case & Alignment
- IT Solution & Change Management
- Business & User Readiness

Lunch Break

Internal Audit Questions for the IT Project

- Project Plan and Approach
- Implement, Transition, Post Implementation

Applying Skills

- Participants will provide feedback on a selected reading related to project failures. To ensure concepts have been established and can be communicated.

Refreshment Break

Ingredients for Success

- Requirements / Business case
- Robust project costing / Team dynamics
- Realistic project plan / Project governance
- Technical expertise / Peer consultation
- Methodology coverage / Risk management Final Questions, Recap, and Workshop Evaluation
- Question & Discussion Time
- Wrap Up & Course Evaluation

Final Questions, Recap, and Workshop Evaluation

- Question & Discussion Time
- Wrap Up & Course Evaluation

End of Day 2

ADMINISTRATIVE DETAILS

TARGET AUDIENCE	LEVEL I-IV
MEMBER’S FEE	RM2,916.00 All Fees is inclusive of 8% SST
NON-MEMBER’S FEE	RM3,348.00 All Fees is inclusive of 8% SST.
	<i>EARLY BIRD FEE 10% discount for registration received one (1) month prior to respective workshop dates</i>
DATE	28 & 29 May 2025
TIME	9:00 am – 5:00 pm (Registration will be on Day 1 at 8.30 am)
DELIVERY MODE	Physical Class
LOCATION	KUALA LUMPUR
PROGRAMME CODE	2024/KL20
TRAINER	STEPHEN COATES
CPD POINTS	16

Disclaimer
This course has been planned as a classroom training session. In the event that the training session is converted to virtual format, a rebate of RM300 will be given for each participant. T&C apply.





Institute of
Internal Auditors
Malaysia

ABOUT THE TRAINER

STEPHEN COATES

Stephen is a Past President of IIA Australia, Immediate President of the Asian Confederation of Institutes of Internal Auditors (ACIIA), and a former member of the IIA's International Internal Audit Standards Board (IIASB). Stephen focuses his efforts across Asia to work with business leaders, and governance, risk, compliance, and internal audit professionals.

With a background as an experienced internal audit professional, he continues to advise governments, leading companies, and not-for-profit organisations on protecting and enhancing organisational value, and share what good governance, risk, compliance; and internal audit services look like.

Stephen helps Boards and Executives make good decisions and shares experiences with friends and colleagues across many jurisdictions. He is known globally for his work with the internal audit profession, and lives with his family in Vietnam and Australia.

In 2022 he was awarded the prestigious Bob McDonald Award from the Institute of Internal Auditors - Australia for outstanding service to the internal audit profession. Now he provides real clear insight on matters affecting governance, risk, and compliance, and internal audit.

Stephen is available to speak live at events from small boardroom functions to jam-packed conference arenas. He can travel to events almost anywhere in the world to present in person or can simply participate virtually.





COURSE DETAILS

Course Title 2025 Project Assurance - Auditing Projects, Project Management & Project Risk

Course Code 2025/KL20 Course Date(s) 28 & 29 May 2025

DELEGATE 1

Full Name (as per IC) _____

Designation _____

NRIC _____ Gender Male Female Race _____

Mobile No. _____ Email Address _____

Member Non-Member Membership No. (only applicable for members) _____

Dietary Preferences Vegetarian Non-Vegetarian

DELEGATE 2

Full Name (as per IC) _____

Designation _____

NRIC _____ Gender Male Female Race _____

Mobile No. _____ Email Address _____

Member Non-Member Membership No. (only applicable for members) _____

Dietary Preferences Vegetarian Non-Vegetarian

If you are sending more than 2 delegates, kindly send the delegates details in an Excel File format.

CORPORATE DETAILS (only applicable for corporations)

Corporate Member Corporate Membership No: _____

Corporate Non-Member

CONTACT DETAILS

Organisation Name _____ Company Registration No. _____

Mailing Address _____

Contact Person _____ Designation _____

Telephone _____

Fax _____ Email Address _____

BILLING DETAILS

please tick if billing details are the same as contact details.

Contact Person _____ Designation _____

Billing Address _____

Telephone _____ Fax _____

Email Address _____

For non-member, would you like to be contacted to know more about IIA Membership programme? Yes No

ENQUIRY & REGISTRATION

1-17-07, Menara Bangkok Bank, Berjaya Central Park, 105 Jalan Ampang, 50450, Kuala Lumpur, Malaysia
Tel: +603 2181 8008 ext 210/211/212/213 Fax: +603 2181 1717 Email: training@iiam.com.my Website: www.iiam.com.my

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PAYMENT DETAILS

Payment Details	Member Rate (per person) for KL-code related courses	Non-Member (per person)	8% SST	Total with SST
Fee (per pax) RM				
No. of pax				
Subtotal				

All registrations **MUST** be accompanied with full payment. Upon receipt of your registration, you are deemed to have read and understood the registration procedures and accepted the terms and conditions contained therein. (Please tick (✓) the chosen method)

Enclosed is a cheque/bank draft no. _____ for the sum of RM _____ payable to **THE INSTITUTE OF INTERNAL AUDITORS MALAYSIA**

LOCAL PAYMENTS BY CHEQUE / INTERBANK GIRO

All payments should be crossed and made payable to **THE INSTITUTE OF INTERNAL AUDITORS MALAYSIA**

Bank Details: United Overseas Bank (M) Bhd. USJ Taipan Branch, No.7, Jalan USJ 10-1, USJ Taipan Triangle, 47620 UEP Subang Jaya, Selangor

Account No.: 165-301-514-9 Bank Swift Code: UOVBMKML

OVERSEAS PAYMENTS BY WIRE TRANSFER (USD only)

Beneficiary: **THE INSTITUTE OF INTERNAL AUDITORS MALAYSIA**

Address: 1-17-07, Menara Bangkok Bank, Berjaya Central Park, 105 Jalan Ampang, 50450 Kuala Lumpur, Malaysia

Beneficiary's Bank: STANDARD CHARTERED BANK MALAYSIA BERHAD

Beneficiary's Bank Address: Level 18, Menara Standard Chartered, No.30 Jalan Sultan Ismail, 50250 Kuala Lumpur

Account No.: 312-170-024-235 Bank Swift Code: SCBLM-YK-XXXX

All wire transfer payments should include USD\$30.00 (overseas) and RM25.00 (local) for wire transfer processing fee. For GIRO, please include RM1.00 as bank charges. (Please fax the bank-in slip to +603 2181 1717 or email to training@iiam.com.my)

CREDIT CARD

I hereby authorise **THE INSTITUTE OF INTERNAL AUDITORS MALAYSIA** to charge to my credit card. to the value of

RM _____ Card Type: VISA MASTER

Card Number:

Expiry Date: _____ Cardholder's Name _____

I understand that any amount drawn from my credit card will first be cleared with the credit card authorisation facility.

Signature (As per credit card) _____ Date _____

TERMS & CONDITIONS

FEE

- Fee is payable to "THE INSTITUTE OF INTERNAL AUDITORS MALAYSIA". Please state your name, payment advice number, phone number and Workshop Code number at the back of the cheque/bank-in slip. Admittance will only be permitted upon receipt of full payment
- The fee covers a copy of course material*, lunches, refreshment, and Certificate of Attendance.
- Full payment is to be made before the date of the course. Fee is inclusive of 8% SST.
- Walk-in delegates will only be allowed if full payment is made, subject to the availability of the seat.
- This course has been planned as a classroom training session. In the event that the training session is converted to virtual format, a rebate of RM300 will be given for each participant. T&C apply.

HUMAN RESOURCE DEVELOPMENT CORPORATION (HRDC) SBL KHAS CLAIM(S) [APPLICABLE TO HRDC SBL KHAS CLAIMABLE COURSE(S) ONLY]

- Claimants are fully responsible:
 - To provide IIA Malaysia with the HRDC grant approval notification (letter or email) minimum 7 working days before the commencement of the course(s).
 - To provide IIA Malaysia with Letter of Undertaking (LOU) for full settlement of the course fees if grant approval notification is received from HRDC prior to the commencement of the course(s).
 - To adhere to all terms and conditions set by HRDC (i.e., full attendance of the courses).
 - For timely completion and submission of all required HRDC documents as per their requirement.
 - To follow up and respond to any queries from HRDC and attain the approval of grant claim(s) within 60 days from the completion of the course(s). If no grant claim approval is attained within 60 days, claimants are responsible to arrange for an immediate full settlement of the course fees(s). Should a late approval is attained post the full settlement, IIA Malaysia will arrange for the reimbursement accordingly based on the approved grant claim.
 - The HRDC Grant Approval Amount falls within the purview of HRDC. IIA Malaysia is obligated to adhere to the HRDC procedure and permissible cost matrix. In the event that the approved amount is less than the total training cost, the participant or attending corporate entity is required to cover the remaining balance.

CANCELLATION

- Upon registering, participant(s) are considered successfully enrolled in the course. Should participant(s) decide to cancel/transfer their registration, a cancellation/ transfer policy shall be applied as follows.
 - Written cancellations should be received by 14 working days before the workshop date to get the refund.
 - Written cancellations should be received by 7 working days before the workshop date to get a partial refund after deduction of 50% administrative charge. Unpaid registrations will also be liable for 50% administrative charge.
 - Written cancellations/no-show on the day of the workshop.
 - No refund will be entertained.
 - Unpaid registrations will also be liable to full payment of the registrations fee. Partial cancellation is not allowed.
 - You can substitute an alternate delegate(s) if you wish to avoid cancellation charges. Any differences in fees will be charged accordingly.

RESERVATION

- The Institute reserves the right to make changes to the venue, date, topic, speaker including cancellation if warranted by circumstances beyond its control.
- The Institute reserves the right to utilize any recordings or photographs taken during the delivery of the course(s) for marketing and advertising purposes.
- The Institute is not responsible for the action, advice or representations of the trainer / speaker.
- Registration will be on first-come, first-serve basis.
- Certificates of Attendance will be issued an "E-certificate" via email. For this purpose, it is COMPULSORY to fill in the email address clearly. Certificate will only be given to participant who attended the session in full.
- Upon signing this form, you have deemed to have read and understand the registration term and condition and therefore have accepted the terms contained herein.

DATA PROTECTION

Personal Data is gathered in accordance with the Personal Data Protection Act 2010 (Act 709). The Institute of Internal Auditors Malaysia (IIA Malaysia) hereby inform you that your personal data will be processed, retained and used by IIA Malaysia in relation to this Workshop. Your personal data may also be retained and used by IIA Malaysia to market and promote other training programmes conducted by IIA Malaysia.

DISCLAIMER

The Institute of Internal Auditors Malaysia (IIA Malaysia) reserves the right to change the speaker(s), date(s) or to cancel workshop(s) should circumstances beyond its control arise. IIA Malaysia also reserves the right to make alternative arrangements without prior notice should it be necessary to do so. IIA Malaysia is not responsible for any incidental cost of participants (i.e. return flights, accommodation and etc) due to changes or cancellation of course(s). Upon submitting the registration form, you are deemed to have read and accepted the terms and conditions.

* Subject to approval of the proprietor.

ENQUIRY & REGISTRATION

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