



MESYUARAT PORTFOLIO OFFICE JKR PERAK

26-27 FEBRUARI 2018

Mengurus Pengetahuan Projek (Managing Project Knowledge)

Sr ROZNITA OTHMAN

PELAKSANAAN INISIATIF PROJECT LESSONS LEARNED

1. KPI Pengarah



2. Bengkel Awareness



3. Bengkel PLL



4. Panduan PLL



5. Kompilasi PLL

SENARAI BENGKEL PLL 2016

BIL.	TARIKH	PEJABAT
1.	23 – 24 MAC 2016	JKR PERLIS, KEDAH, PULAU PINANG, PERAK
2.	19 – 20 APRIL 2016	JKR MELAKA, JOHOR
3.	4 – 5 MEI 2016	JKR PAHANG
4.	18 – 19 JULAI 2016	JKR KELANTAN, TERENGGANU, KESEDAR, PAHANG
5.	25 – 26 JULAI 2016	JKR WP LABUAN
6.	13 – 14 OKT 2016	JKR IBU PEJABAT [CKBA1, CKK, CKP, CKE, CKM, CA, CKAS, CJ, CKUB, PPK BANGUNAN]
7.	20 – 21 OKT 2016	JKR IBU PEJABAT [CKUB, CKAS, CSFB, CSFJ, CKS, CJ, CKIP, CKC, CA, PP SABAH]
8.	9 – 10 NOV 2016	JKR PULAU PINANG
9.	5 – 6 DIS 2016	JKR MELAKA

SENARAI BENGKEL PLL 2017

BIL.	TARIKH	PEJABAT
1.	24 – 26 MEI 2017	JKR WP PUTRAJAYA
2.	25 – 27 JULAI 2017	UNIT PENGURUSAN NILAI, CPAB
3.	17 – 18 OGOS 2017	JKR NEGERI SEMBILAN
4.	14 – 15 SEPT 2017	JKR WP KUALA LUMPUR
5.	9 – 10 OKT 2017	CAW KERJA PENDIDIKAN
6.	26 – 27 OKT 2017	CAW KERJA KESELAMATAN
7.	30 – 31 OKT 2017	JKR PAHANG, JKR TERENGGANU DAN JKR KELANTAN
8.	9 – 10 NOV 2017	CAW. SENGGARA FASILITI BANGUNAN
9.	20 – 21 NOV 2017	CAW. KONTRAK DAN UKUR BAHAN

BILANGAN LAPORAN PLL YANG DITERIMA

BIL.	IBU PEJABAT JKR	2016	2017
1.	Cawangan Kerja Bangunan Am 1	3	2
2.	Cawangan Kerja Bangunan Am 2	1	BELUM HANTAR
3.	Cawangan Kerja Pendidikan	2	BELUM HANTAR
4.	Cawangan Kerja Kesihatan	2	BELUM HANTAR
5.	Cawangan Kerja Keselamatan	2	2
6.	Cawangan Senggara Fasiliti Bangunan	2	1
7.	Cawangan Jalan	1	BELUM HANTAR
8.	Cawangan Kejuruteraan Infrastruktur Pengangkutan	2	BELUM HANTAR
9.	Cawangan Kejuruteraan Cerun	1	1
10.	Cawangan Senggara Fasiliti Jalan	1	BELUM HANTAR

BILANGAN LAPORAN PLL YANG DITERIMA

BIL.	IBU PEJABAT JKR	2016	2017
11.	Cawangan Arkitek	2	BELUM HANTAR
12.	Cawangan Kejuruteraan Awam & Struktur	2	2
13.	Cawangan Kontrak & Ukur Bahan	TIADA	2
14.	Cawangan Kejuruteraan Mekanikal	2	2
15.	Cawangan Kejuruteraan Elektrik	2	BELUM HANTAR
16.	Cawangan Kejuruteraan Geoteknik	1	2
17.	Cawangan Alam Sekitar & Kecekapan Tenaga	1	BELUM HANTAR
18.	Pasukan Projek Khas 1	2	BELUM HANTAR
19.	Pasukan Projek Khas 2	TIADA	BELUM HANTAR

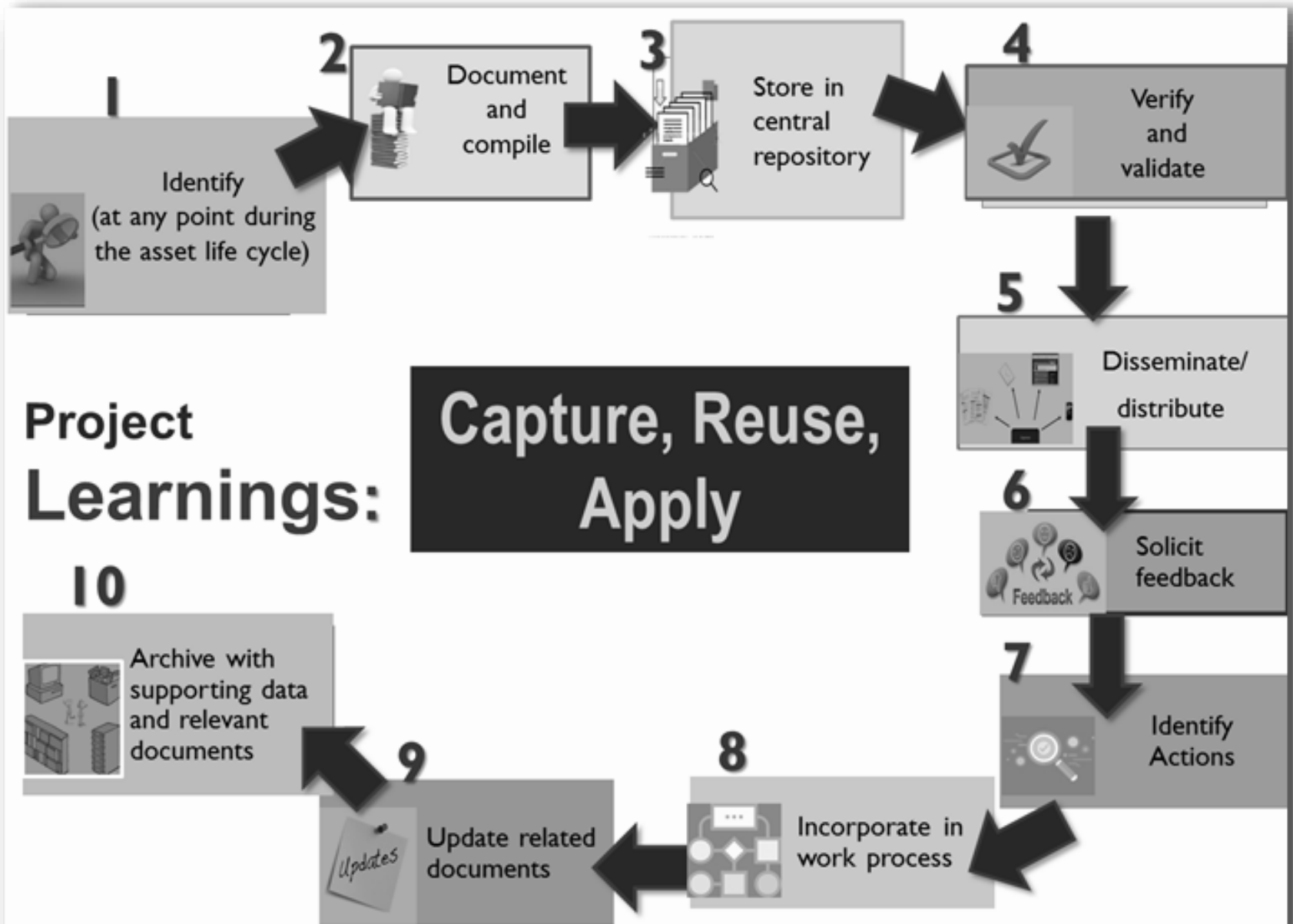
BILANGAN LAPORAN PLL YANG DITERIMA

BIL .	JKR NEGERI/WP/KESEDAR	2016	2017
1.	JKR Perlis	1	1
2.	JKR Kedah	TIADA	2
3.	JKR Pulau Pinang	2	2
4.	JKR Perak	TIADA	2
5.	JKR Selangor	TIADA	1
6.	JKR Negeri Sembilan	2	1
7.	JKR Melaka	TIADA	2
8.	JKR Johor	1	3
9.	JKR Pahang	3	2
10.	JKR Terengganu	2	2

BILANGAN LAPORAN PLL YANG DITERIMA

BI L.	JKR NEGERI/WP/KESEDAR	2016	2017
11.	JKR Kelantan	2	2
12.	JKR WP Kuala Lumpur	2	BELUM HANTAR
13.	JKR WP Putrajaya	2	2
14.	JKR WP Labuan	2	BELUM HANTAR
15.	JKR Kesedar	1	BELUM HANTAR

PROSES PROJECT LESSONS LEARNED

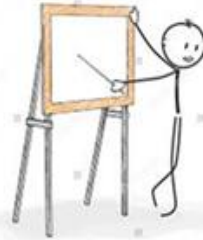


TANGGUNGJAWAB PIHAK YANG TERLIBAT



Project Team

- Identify and capture PLL



Project Office at Branches and State Offices

- Facilitate and coordinate preparation of PLL



Portfolio Office (CPAB)

- Verify with SME
- Approve PLL
- Upload PLL to JPedia
- Analyse PLL
- Escalate critical issues to top management for decision if necessary



SME

- Verify PLL
- Review existing procedures/processes and recommend improvements if necessary
- Refer to process owners for decision



Users

- Give feedback
- Send queries



Process Owners

- Decide whether existing documents need to be revised

TANGGUNGJAWAB PIHAK YANG TERLIBAT

Pengarah	<ul style="list-style-type: none"> <input type="checkbox"/> Identifies projects <input type="checkbox"/> Initiates PLL
Project team (including Design/ Supervision Team)	<ul style="list-style-type: none"> <input type="checkbox"/> Identify and compile PLL using the following techniques: <input type="checkbox"/> Capture and document PLL
PLL Coordinator (Project Office of Branches and States)	<ul style="list-style-type: none"> <input type="checkbox"/> Facilitates PLL workshops/meetings <input type="checkbox"/> Coordinates the development of PLL <input type="checkbox"/> Follow up on actions to derive and develop PLL <input type="checkbox"/> Submits PLL Reports to PO
ECKM Office	<ul style="list-style-type: none"> <input type="checkbox"/> Develop PLL processes, governance, guidelines, templates <input type="checkbox"/> Conduct training and facilitation of PLL <input type="checkbox"/> Assist uploading of PLL documents to repository <input type="checkbox"/> Reports on PLL KPI achievement
Portfolio Office (PO)	<ul style="list-style-type: none"> <input type="checkbox"/> Review and approve PLL to be shared and published <input type="checkbox"/> Coordinate with the appropriate SMEs for reviewing and validating PLL <input type="checkbox"/> Reports to the JPP on issues that need attention/decision <input type="checkbox"/> Monitor the application/usage of PLL <input type="checkbox"/> Analyse PLL and recommend appropriate actions
Subject Matter Experts (SMEs)/Process Owners	<ul style="list-style-type: none"> <input type="checkbox"/> Review PLL to ensure its validity, accuracy and currency as and when needed <input type="checkbox"/> Recommend incorporation of PLL into appropriate activities, best practices, improvement initiatives, etc. <input type="checkbox"/> Recommend updates to related documents and obtain approval from Process Owners
Users	<ul style="list-style-type: none"> <input type="checkbox"/> Use PLL <input type="checkbox"/> Post Comments/Queries

PROJECT LESSONS LEARNED: JKR PRACTICAL GUIDE

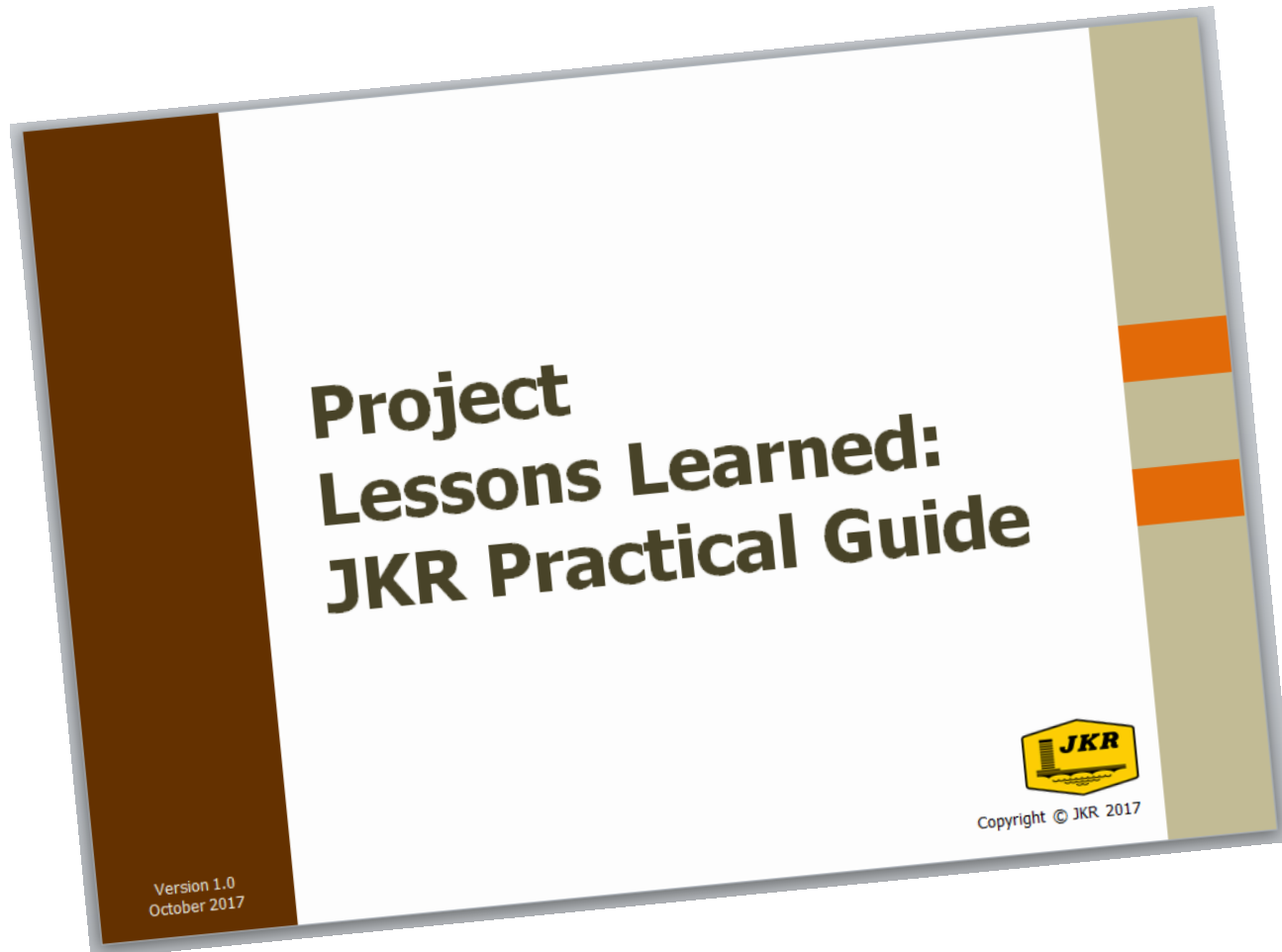


Table of Contents:

1. Introduction
2. Processes
3. Governance
4. Approaches
5. Reporting
6. Conclusion

Version 1.0
October 2017



Copyright © JKR 2017

October 2017
Version 1.0

Muat turun [Project Lessons Learned: JKR Practical Guide](#) di Portal JPedia

Copyright © JKR 2017

ANALISIS PROJECT LESSONS LEARNED

- Satu bengkel untuk menganalisis penemuan Project Lessons Learned akan diadakan pada 19 dan 20 Mac 2018 di CREaTE, Melaka
- Bengkel akan disertai oleh pihak HOPT, HODT dan pasukan projek bagi projek yang telah terlibat di dalam penyediaan dokumen Project Lessons Learned 2016 – 2017 dengan tumpuan kepada
 - Projek Jalan
 - Projek Hospital
 - Projek Kuarters/Kediaman)