



Achieving Consistent Success: Project Management Essentials

Course Code: 10006766-05

Course Objectives

Project management is about planning, controlling and allocating resources to complete the project and achieve the project objectives on time and within budget.

This course will discuss the principle and governance structure of project management; explain in detail the project management process and what are required to implement projects successfully.

The participants will:

- Learn how to evaluate and select projects.
- Learn how to manage projects with confidence.
- Be familiar with the project management process to plan, execute and monitor projects to ensure they are on track and their benefits are realized.
- Be able to identify, assess and monitor project risks.

Target Participants

Business executives, process owners, project sponsors, project managers and team members or anyone who are interested to learn more about project management are welcome to join.

Course Background

We involve in many different projects in our career, from business acquisitions, building new factory, launching marketing campaigns, policy development, conducting studies to process automation and systems implementation etc. Undoubtedly project management is a fundamental management skill that we must possess. Irrespective of the role you play in projects, don't miss out this great opportunity to boost your project management skill.

Course Outline

Content and Objectives
1. Project management principle
2. Project organisation and governance structure
3. Roles and responsibilities of project stakeholders – project sponsor, process owner, project steering committee, project manager, team members and end users
4. Project management process <ul style="list-style-type: none">▪ Project selection – how to evaluate and select projects▪ Risk assessment – identification and assessment of project risks▪ Project planning – scope, timeframe, resources, action plan and responsible parties▪ Project budget and contingency – budget and cost control▪ Project implementation, control and monitoring▪ Reporting and communication▪ User acceptance, go-live readiness review▪ Knowledge transfer / change management▪ Post Implementation review: lessons learned and benefit realization review

Medium of Instruction

Cantonese with English Terminology (Handouts in English)

Trainer

Mr. Anthony Lam is the Founder of Top Wise Management Limited. It provides consulting services and business solutions in financial management, risk management, internal control, process improvement and training, Mr. Lam has over 30 years of experience in enterprise risk management, corporate governance, auditing, financial management, ERP system implementation, business process improvements and IT control and security.

Prior to running his consulting business, Mr. Lam had worked in Big Four Accounting Firm in Hong Kong and held various management positions in global US multinational corporations, HK listed companies and government statutory organization across a wide range of industries. He has conducted many training workshops on corporate governance, risk management, internal control, management and soft skill training for various organizations.

Course Fee

Date	Time	Course Fee
16 Nov 2018 (Fri)	9:30am -12:30pm	HK\$1,200/HK\$1,140*/HK\$1,080#

*Friends of SME One” could enjoy a 5% off discount
Group of 2 or more from the same organization could enjoy a 10% off discount
(Please note: participants are eligible for one of the above discount types only)

Award of Certificate

Participants who have completed individual workshop will be awarded a certificate of attendance issued by the Hong Kong Productivity Council

Venue

Venue: 1/F, HKPC Building, 78 Tat Chee Avenue, Kowloon (Exit C, MTR Kowloon Tong Station)

Application

To enrol, please complete the attached enrolment form and send it together with the appropriate fee to HKPC Academy, Hong Kong Productivity Council, 3/F, HKPC Building, 78 Tat Chee Avenue, Kowloon Tong, Kowloon, Hong Kong.

Attn: Ms. Fannie Kwok

All cheques should be crossed and made payable to the Hong Kong Productivity Council.

Participants are advised to register 10 days before the commencement date.

Enquiries

Please call Ms. Fannie Kwok at (852) 2788 6271, email: fannie@hkpc.org or Fax: (852) 2788 6260

Website: <http://www.hkpcacademy.org>