



Your Successful Way to Project Management

NEW!
**4. SENIOR PROJECT
MANAGEMENT COURSE**

**3. PMP
PREPARATION**

**2. PROJECT
LEADERSHIP**

**1. TOOLS &
TECHNIQUES**

BMC clients include:

*AIG, Airbus, Bristol Myers,
Canon, DHL, HP, NASA,
Nokia, Philip Morris, SAP,
SONY, Yahoo!,*

Comments from past participants:

"I have never seen a training course that has had such a lasting effect upon its participants."

"...very professional, I intend to use many ideas to develop my skills and hopefully, those of my team. Great job!"

"The course is well tailored for people who needs specialized training in project management."

www.hkma.org.hk/bmc



**27th
Intake**



**PMBOK Version 4 World Class
Project Management curriculum**

**HK THE HONG KONG
MA MANAGEMENT ASSOCIATION**

BUSINESS MANAGEMENT CONSULTANTS
Improving performance through project management



A Worldclass Project Management Curriculum

Project Management Series

Tools & Techniques for Project Management (2 Days)

Objective

These project management series are “state of the art” courses for Project Management training in the world today. Developed by Business Management Consultants (BMC), a Globally Registered **Project Management Institute (PMI®) Provider**, the aim of the course is to develop a complete set of management skills for your current level of project related responsibility in your organization.

Course Outline

- Project Management Method – Tools & Techniques
- Participation
- Effective Project Planning
- Workshop: Structuring and Organizing a Project
- Developing Realistic Schedules
- Workshop: Scheduling the Project, Developing a Resource Plan and Making Trade-offs
- Organizing with Project Teams
- Project Control Techniques
- Project Risk Management

Course Benefits

These project management series consist of several programmes. You can attend one programme at a time.

In Tools & Techniques for Project Management, You will learn to:

- Plan effectively and coach others to plan
- Set realistic Goals and Objectives
- Organize and Structure projects correctly
- Develop Schedules and Realistic Resource Plans
- Control Single or Multiple projects and tasks



Project Leadership for Success (2 Days)

Course Contents

- Project Management Method – The People Side
- The Project Leader/ Manager
- Creating and Building the Project Team
- Communication and Motivation
- Leadership Skills
- The Project Leader/Manager
- Interpersonal Skills
- Participation
- Workshop

Who Must Attend

This course is designed for IT project managers and leaders, IT product development managers, programmers, systems analysts, marketing/operations/R&D managers, MIS managers, systems development managers, functional managers who deal with IT project managers and team members who manage IT tasks and subtasks.

In Project Leadership for Success, You will learn to:

- Build project teams
- Adjust your management style to the situation
- Motivate and Empower Team Members
- Develop effective communication across project teams
- Manage cross-functional and cross-cultural project teams

Project Management For IT/IS Projects (2 Days)

Objective

Project Management for IT/IS Projects is designed to provide you with a set of proven effective tools and techniques and the human side skills to successfully manage IT/IS projects.

Project Management for IT/IS Projects

Course Outline

- The Project Management Method
- Effective Project Planning
- Organizing Project Teams
- IT Project Risk Management
- Project Control Techniques



Course Benefits

The workshop is also presented in two parts. You can attend one part at a time.

In Project Management for IT/IS Projects, You will learn to:

- Plan IT projects effectively and coach others to plan
- Set realistic IT goals and objectives
- Develop realistic resource plans
- Control single or multiple IT projects
- Build project teams
- Motivate and empower team members
- Develop effective communication across project teams
- Manage cross-functional and cross-cultural project teams

Project Leadership for Success (2 Days)

Course Contents

- Project Management Method – The People Side
- The Project Leader/ Manager
- Creating and Building the Project Team
- Communication and Motivation
- Leadership Skills
- Participation
- Workshop

Who Must Attend

The course is designed for Project Managers and Leaders, Product Development Managers, Engineers, Marketing, Operations, R& D, HR, and Construction Managers, functional managers who deal with project managers, team members who manage tasks and sub-tasks.

In Project Leadership for Success, You will learn to:

- Build project teams
- Adjust your management style to the situation
- Motivate and Empower Team Members
- Develop effective communication across project teams
- Manage cross-functional and cross-cultural project teams

Senior Project / Programme Management (2 Days)

Introduction

This programme builds on project management fundamentals and emphasises how a manager can ensure that effective project management behaviour is administered across projects, programmes, departments and companies.

Benefits to You

You will gain valuable insight from best practices and the latest project management trends, as well as advanced concepts and techniques from complex international projects.

Course Outline

- **Project Management as a Management Method**
- **Organisational Support of Project Teams**
- **Project Planning Systems and Behaviours (State-of-the-art)**
- **Project Control Behaviour**
- **Project Risk Management**
- **Participation**
- **Syndicate Sessions**
- **Workshop**

Who Must Attend

Senior managers, seasoned project and programme managers, line managers, executives and supervisors with three or more years of project management experience and who have an understanding of the basics. Also for individuals interested in learning advanced concepts, making project management a way of life / culture in their organisation and learning what leading companies are doing to improve their companies' programme and project management effectiveness.



PMP Certification Test Preparation Course (3 Days)

This three day PMP® Certification Test Preparation course prepares the participant to sit and pass the prestigious Project Management Professional (PMP®) examination. This course is in complete compliance with the latest Project Management Institute (PMI®) guidebook, the "Project Management Body of Knowledge PMBOK™ Fourth Edition", which became the standard examination reference in mid-2009.

As Registered Educational Providers (REP) with the PMI®, the course leaders (Business Management Consultants) are authorised to grant 24 Professional Development Units (PDUs) towards the total of 35 required to qualify and sit the examination. A further 11 PDUs will be claimed by using BMC's Project Management Tools & Techniques CD, which is provided FREE of charge at the end of the course.

Course Outline

- **The Project Management Framework, Context and Processes**
- **Initiating Process Group**
- **Planning Process Group**
- **executing Process Group**
- **Monitoring and Controlling Process Group**
- **Closing Process Group**
- **Professional Responsibility**
- **Preparing for the PMP Test**

Who Must Attend

Project managers and team leaders who are preparing for the PMPR certification examination. Other project personnel and functional managers who work with projects will benefit from a better understanding of how their functional responsibilities fit into the total project management task.

Prerequisites

You must be familiar with the basic elements of work breakdown structures, activity network diagrams and activity duration estimating, cost estimating, contracting, leadership and team development, quality management, risk, earned value management and organisational structures for projects.

PMP Course participants must bring along a basic 5-function calculator to the workshop to assist them in attempting the sample test questions that require calculation.

Workshop Leaders

All programmes will be conducted by the following leaders or other Business Management Consultants' (BMC) Associate. BMC is a recognised provider registered with the P.M.I.® Registered Educational Provider Programme.

Colin Millward PMP® MIMIS, Principal Consultant BMC Singapore is a project manager, consultant and trainer with twenty five years in the information technology (IT) and business/financial systems field. In Asia, Europe and the United States he has provided design, integration and implementation of enterprise resource planning (ERP) and other IT systems for large, complex organizations. In the last ten years as project manager and principal consultant he has run and contributed to substantial projects for Dylan Staal Group, NPower in the UK; ADP Liberty Mutual Insurance and Federal Deposit Insurance Corporation in the US. He has also consulted for British Telecom, the UK Inland Revenue, Electricity Generating Authority of Thailand, Cathay Pacific Airways, Securicor, Abbey National Bank, the Royal Bank of Scotland and more than twenty other organizations. In addition he has held responsibility over many years for technical account management, engagement management and regional business development for major software companies Elevon and QSP. Colin holds an advanced master's certification in applied project management from Villanova University, is a PMP® (Project Management Professional) with the Project Management Institute and is a member of the Institute of Management Information Systems (IMIS) and the Asia Professional Speakers Association.

Ray Lee, Principal Consultant, BMC Hong Kong is a training veteran with 18 years of extensive experience. He conducted various training programs internationally for corporations like IBM, Dell, IBM, Sony, Panasonic, Philips, MAN Roland, Cartier, Pacific Dunlop, Polar, Hang Seng Bank, MGB Metro, Vtech, Polar, Cybex and Hong Kong Science Park.

Ray began his career as a Sales and Marketing Manager for MAN Roland where he developed the Greater China market for printing equipment and consumables. He subsequently joined IBM China/Hong Kong as the e-Business Solutions Manager. In 2002, Ray was appointed the AVP and Group Procurement Manager for National Singapore Printers Group where he oversaw all procurement operations in Greater China.

Ray turned professional in 2004 focusing in project management, business communication, sales and marketing, supply chain and logistics management. He has an MBA from the University of Melbourne in Australia, a Master in Information Systems Management from the Hong Kong University of Science and Technology, a Post Graduate Diploma in Supply Chain and Logistics Management from The University of Hong Kong, and a Bachelor of Marketing from the RMIT University in Australia. Ray speaks fluent English and was awarded the Certificate of Proficiency in English by the Cambridge University in 2006. He also speaks Cantonese and Mandarin.

project
management
institute

BUSINESS MANAGEMENT CONSULTANTS
Improving performance through project management

About Business Management Consultants

Founded in 1985, Business Management Consultants (BMC) is an elite international management consulting firm specialising in Global Project Management training and consulting.

BMC's experienced consultants conduct organizational development, management training and consulting in project management in 50 countries and in 14 languages throughout Asia, Europe, the Middle East and the Americas.

BMC services emphasize on Global Project Management, that is, consistent cross-functional project management at all levels of the organization on a global basis. BMC is a Globally Registered Project Management Institute (PMI) Provider and its courses carry Professional Development Units credits (PDU's) for continuing Project Management Professional certification by PMI.

Center of Excellence in Project Management

Business Management Consultants (BMC) and Hong Kong Management Association (HKMA) have created a Center of Excellence (CoE) in Project Management at HKMA where project team members to senior executives can take courses specially designed to provide the management skills and competencies needed to fulfill their organizational responsibility in their company.

Courses provided at the Center are taken from BMC's renowned maturity-based project management curriculum and are basic training elements in such global organizations as ABN AMRO, AIG, AIRBUS, American Express, Bayer, Bechtel, BristolMyers Squibb, BP, Citibank, Coca-Cola, GlaxoSmithKline, Lear Corporation, NASA, NASDAQ, NOKIA, Paribas, Philip Morris, SAP, SONY, Singapore Airlines, S.W.I.F. T., Texaco, Vestel Electronics and Wärtsilä to name just a few and has become the technical standard for global project management development and training.

Language Medium

English

Fees for each individual workshop (2-days)

HKMA Members: HK\$4,700
Non-Members: HK\$4,950

Fees for the PMP Certification Test Preparation Course (3 days)

HKMA Members: HK\$7,200
Non-Members: HK\$7,600

Apply to all workshops

Group Discount: \$300 less each for companies which send TWO or more participants to these workshops

Lunch is provided with compliments.

Venue

HKMA Management Development Centre
1-6/F First Commercial Building, 33-35 Leighton Road,
Causeway Bay, Hong Kong

Time

For 2-day Workshops 9:00 am - 5:00 pm
For 3-day PMP® Workshops 9:00 am - 6:00 pm

Registration

Please complete the registration form and return it together with appropriate fee(s) to the Secretariat seven days before the first day of each workshop. Reservations by fax (2365 1000) are welcome. For information on the workshop, please contact Ms Jane Ma on 2774 8552 or Mr S H So on 2774 8550. For registration details, please contact Ms May Tang on 2774 8553. Successful applicants will be notified by telephone and no separate letter of acceptance will be issued.

Website: www.hkma.org.hk/seminar

Dates

1. Project Management for IT/IS Projects - Tools & Techniques

Monday & Tuesday, 22 & 23 November 2010

2. Project Leadership for Success

a. Wednesday & Thursday, 21 & 22 July 2010

b. Wednesday & Thursday, 20 & 21 October 2010

3. Tools & Techniques for Project Management

Wednesday & Thursday, 25 & 26 August 2010

4. Senior Project / Programme Management

Monday & Tuesday, 30 & 31 August 2010

5. PMP® Certification Test Preparation Course

Wednesday to Friday, 24 - 26 November 2010

(Each two-day workshop can earn 16 PDUs towards meeting P.M.I. Certification Exam Entry requirements while the PMP® Certification Test Preparation Course can earn 35 PDUs)



REGISTRATION FORM FOR WORKSHOPS ON PROJECT MANAGEMENT

To: Director General, The Hong Kong Management Association
16/F Tower B Southmark, 11 Yip Hing Street, Wong Chuk Hang, HONG KONG
Tel: 2774 8552 Fax: 2365 1000

I would like to enrol in the following workshops:

- | | |
|--|--|
| 1. Project Management for IT/IS Projects - Tools & Techniques
<input type="checkbox"/> 22 & 23 November 2010 AC-00175-2010-2-FC | 4. Senior Project / Programme Management
<input type="checkbox"/> 30 & 31 August 2010 AC-A6694-2010-2-FC |
| 2. Project Leadership for Success
a. <input type="checkbox"/> 21 & 22 July 2010 AC-A6599-2010-4-FC
b. <input type="checkbox"/> 20 & 21 October 2010 AC-A6599-2010-3-FC | 5. PMP® Certification Test Preparation Course
<input type="checkbox"/> 24 - 26 November 2010 AC-A6656-2010-2-FC |
| 3. Tools & Techniques for Project Management
<input type="checkbox"/> 25 & 26 August 2010 AC-A6598-2010-1-FC | OINA |

Enclosed is a crossed cheque for HK\$ _____ (made payable to The Hong Kong Management Association) for this function.

Cheque No. _____ Fee paid by company self

Full Name to appear in Certificate: Mr/Ms _____ HKID Card No.: _____

Position: _____ HKMA Membership No.: _____

Company: _____

Address of Company: _____

Co. Tel No.: _____ Fax No.(office): _____ E-mail: _____

Where did you FIRST learn about this programme? Mailing Address Company Home

Email Promotion from HKMA Direct Mail by Post HKMA Website

MTR Station Display (Please specify): _____ Exhibition (Please specify): _____

Signature: _____ Date: _____

* Please photocopy for more registration forms if necessary.

* No refund will be made after payment, but participants can arrange to have their places substituted should they be unable to attend the workshop.

* Reservations are subject to confirmation by payment in full prior to programme commencement and receipts will be issued within ten days after the payment is received.

* Personal data will be used for the purposes of market research, programme development and direct mailing.