A Worldclass Project Management Curriculum

led by International Experts and endorsed by
Project Management Institute, USA

Each day of the course can earn 9 PDUs towards meeting
P.M.I. Certification Examination Entry Requirements

THE PMP® CERTIFICATION TEST PREPARATION COURSE

(3 day course on preparing candidates
to pass professional qualification exam)

Wednesday to Friday

23 - 25 July 2008

www.hkma.org.hk/seminar

PMI
Registered
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Project
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HK MA PRIME 持續進修學院
PROFESSIONAL INSTITUTE OF MANAGEMENT AND EDUCATION

THE HONG KONG
MANAGEMENT ASSOCIATION

Introduction

The three-day PMP® Certification Test Preparation Course covers all the key content of the Project Management Body of Knowledge, PMBOK™ (3rd Edition) by PMI. This includes the Project Management Framework which provides a basic structure for understanding project management; the Project Management Context: the environment in which the projects operate; the Five project management processes (namely Initiating, Planning, Execution, Monitoring and Controlling and Closing) and their interactions; and the nine Knowledge Areas (Project Management Integration, Scope, Time, Cost, Quality, Human Resource, Communication, Risk and Procurement Management) which are explained along the core and facilitating processes. Above this, the course would also cover the Professional Responsibility, provide Examination Hints and Tips, Sample Test Questions and Answers, as well as guidelines on Logistic and Administrative Preparation for the Examination.

The PMP® Certification Test Preparation course prepares the participant to pass the Project Management Professional examination. This course is in complete compliance with the Project Management Institute (PMI) Guidebook, the Project Management Body of Knowledge, PMBOK™. The course will earn 27 PDUs towards PMI Certification. A total of 35 PDUs is required to meet examination entry requirements.

This course provides experienced project managers with the tools and tips for passing the examination. It includes 50-60 "Examination Tips" of questions that always seem to appear on the test in some form. The course includes several hundred exam questions, and during the course, the participant will take at least four (4) hours of timed examination under conditions similar to the actual exam.

Who Should Attend

This course is targeted at experienced project managers interested in passing the PMI Project Management Professional (PMP®) examination through a combination of lectures, test examples, "exam tips", actual timed tests, and independent study.

The Course Goals

The broad learning goals of the PMP® Prep Course include:
* Provide a framework for structuring the Project Management Body of Knowledge;
* Identify the most generally accepted practices within the discipline of project management;
* Pass the PMP® Certification Examination

Participants are required to bring along a non-programmable basic 5-function Calculator to the workshop to assist them in attempting the sample test questions that required calculation.

DAY 1

Summary Outline

Overview of PMI®, PMBOK™ (3rd Edition), and PMP® Certification

The Project Management Environment, Framework, Context and Processes

Initiating Processes
* Develop Project Charter
* Develop Project Preliminary Scope Statement

Planning Processes
* Develop Project Management Plan
* Scope Planning
* Scope Definition
* Create WBS
* Activity Definitions
* Activity Resource Planning
* Activity Sequencing
* Activity Duration Estimating
* Cost Estimating
* Schedule Development
* Cost Budgeting

Practice Test

DAY 2

Summary Outline

Planning Processes
* Human Resource Planning
* Quality Planning
* Communications Planning
* Risk Management Planning
* Risk Identification
* Qualitative Risk Analysis
* Quantitative Risk Analysis
* Risk Response Planning
* Plan Purchases and Acquisitions
* Plan Contracting

Executing Processes
* Direct and Manage Project Execution
* Information Distribution
* Perform Quality Assurance
* Acquire Project Team
* Develop Project Team
* Request Seller Responses
* Select Sellers

Practice Test

Day 3

Monitoring and Controlling Processes
- Monitor and Control Project Work
- Integrated Change Control
- Performance Reporting
- Scope Verification
- Scope Control
- Schedule Control
- Cost Control
- Perform Quality Control
- Manage Project Team
- Manage Stakeholders
- Risk Monitoring and Control
- Contract Administration

Closing Processes
- Close Project
- Contract Closure

Professional Responsibility
Admin and Logistic pointers towards sitting for the PMP® Examination

Practice Test

Workshop Leader

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.

Gavin Oh PMP® is a Principal Consultant at Business Management Consultants where he is also the Senior Partner of the company and the Managing Director of the BMC Asia Pacific Operations. With more than 10 years of management experience with AT&T Bell Labs and Motorola, he is uniquely qualified in all aspects of business management. Gavin has successful line and project management experience with a variety of industries. At AT&T and Motorola, he leads many international development programmes as project and programme manager and involved in the development of a multimillion-dollar consortium for international development programmes. Gavin was involved with other organizations in supply chain and ERP projects and has assisted IBM in transforming their sales force towards high performance selling. Over the last two years, Gavin has provided services to 1st Silicon, Abacus, Asia Pacific Breweries, AstraZeneca, Citibank, Credit Suisse First Boston, Eli Lilly, Great Eastern Life, IBM, Infineon, Mediacorp, Pfizer, Philip Morris just to name a few.

Dates and Times

Wednesday to Friday
23 - 25 July 2008
(Each course can earn 27 PDUs towards meeting
 P.M.I. Certification Exam Entry requirements)

Time

9:00 am - 6:00 pm (inclusive of lunch)
Lunch is provided with compliments.

Venue

HKMA Management Development Centre
1-6/F First Commercial Building
33-35 Leighton Road
Causeway Bay
HONG KONG
Tel: 2574 2238

Fees

HKMA Members: HK$6,550
Non-Members: HK$6,950
Group Discount: HK$300 each for companies which send
TWO or more participants to this
workshop.

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 Christine Choy 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**

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THE HONG KONG
MANAGEMENT ASSOCIATION

Registration Form

To: Director General
The Hong Kong Management Association
Top Floor Unit M Phase III Kaiser Estate
11 Hok Yuen Street
Hunghom   KOWLOON

Please reserve one seat for the Workshop on PMP®
Certification Test Preparation Course on 23 - 25 July 2008.
(AC-A6656-2008-1-FC)

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

Cheque No. _____

Full Name to appear in Certificate:

Mr/Ms _____

Position: _____

Company: _____

HKID Card No.: _____

HKMA Membership No.: _____

Company Address: _____

_____

_____

Co. Tel No.: _____

Fax No. (office): _____

E-mail: _____

Signature: _____

Date: _____

Fee paid by   ☐ company   ☐ self

Where did you FIRST learn about this programme?
☐ Email Promotion from HKMA   OINA
☐ Direct Mail by Post
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☐ MTR Station Display (Please specify): _____
☐ Exhibition (Please specify): _____

* 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.