

Your Steps to Success in Project Management

1. Agile Project Management
2. Tools & Techniques for Project Management
3. Project Leadership for Success
4. Project Risk Management
5. Project Management Professional (PMP®)
Certification Test Preparation Course
3-day Course





Project Management Series

1

Agile Project Management (1 Day)

Introduction

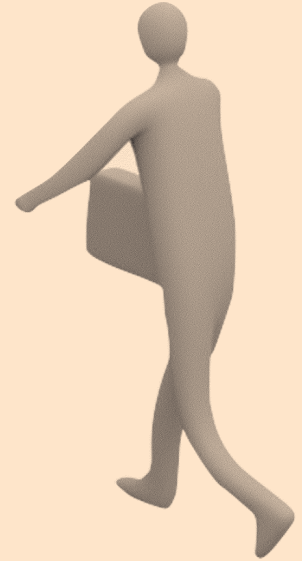
Statistics say that by using agile project management, on average, the time to market is 37% faster and the efficiency of your team is increased with a productivity higher by 16% than the average. In today's business world, time to market is so critical that it causes project management practices to change at the same time.

Benefits

Project managers would gain valuable insights towards a new Agile approach to projects vs. a traditional approach through an interactive workshop. Project managers could use a new approach to challenge themselves for delivering faster results.

Course Outline

- Traditional Approach to Project Management
- What is Agile PM?
- Agile Roles, Team and Environment
- Scrum and Sprint Overview
- Effective Agile Project Management



2

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 Global Business Management Consultants (GBMC), 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 organisation.

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
- Organise and Structure projects correctly
- Develop Schedules and Realistic Resource Plans
- Control Single or Multiple projects and tasks

Course Outline

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



Project Leadership for Success (2 Days)

Course Content

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

Who Must Attend

The course is designed for project managers and leaders, product development managers, engineers, marketing/operations/R&D/human resources/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



Project Risk Management (2 Days)

Introduction

Projects are inherently risky ventures. If there is no risk, the activity may not be a project. In this course, participants will learn that risk is identified, assessed and minimised in the project planning exercise.

A project plan consists basically of six things, project objectives (requirements, SOW), a work breakdown, (WBS), a project organisation (OBS), a project schedule, project baseline (budget) and risk management.

Benefits to You

This is a specialty course dealing with identification, assessment, mitigation and contingency planning of risk in projects. It creates proactive behaviours in project managers to address risks early in the project life-cycle which greatly enhance the ultimate success of the project.

Course Content

The broad learning goals of Project Risk Management include:

- * Implement Effective Planning and Control
- * Create Interactive Project Teams
- * Plan, Identify and Manage Risk

Project Risk Management is a two-day course that includes a brief refresher of tools and techniques of modern project management, but its emphasis is on risk planning, risk identification, risk analysis, risk response planning, and risk monitoring and control.

Who Must Attend

This course is targeted at new and experienced project managers who need effective, but simple techniques for risk management in projects. It is intended for people who want a review of applied methods and techniques to handle risk in daily project work.



Project Management Professional (PMP®) Certification Test Preparation Course (PMBOK™ 6th Edition) (3 Days)

This 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™ Sixth Edition", which became the standard examination reference in mid-2009. PMI® has announced that a change of the PMP® examination content will take effect from 16 December 2019. **Register now to get sufficient time to take the current version of the PMP® examination.**

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.

Who Must Attend

Project managers and team leaders who are preparing for the PMP® 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.

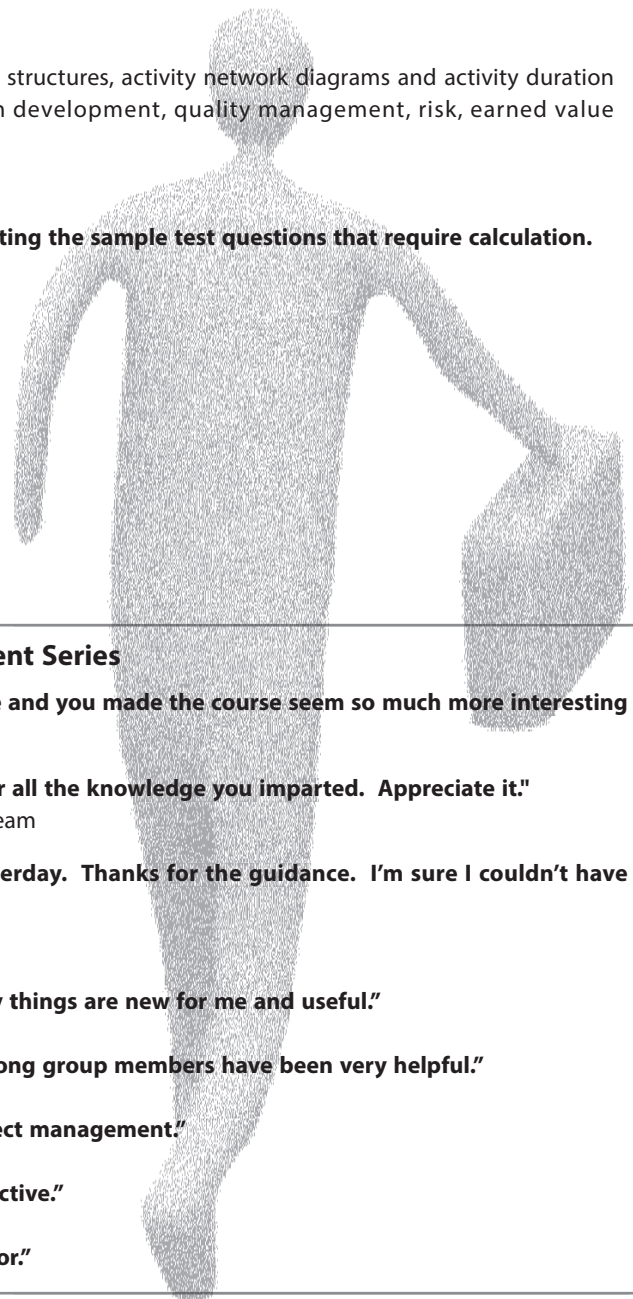
Prerequisites

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.

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



Past Participants' Comments on Project Management Series

"Learned a lot (especially your experiences) during the course and you made the course seem so much more interesting compared to just plain reading the PMBOK!"

I just cleared the exam today and want to thank you again for all the knowledge you imparted. Appreciate it!"

Patrick Lim - Project Manager, SAP Competency Centre, ES O&S Team

"Just keep you informed that I've passed my PMP exam yesterday. Thanks for the guidance. I'm sure I couldn't have made it on my own."

Seow Whee Low, Forecasting & Planning Manager

"There is a good balance between lecture and exercise. Many things are new for me and useful."

"It is an eye-opening workshop. Feedback and discussion among group members have been very helpful."

"The workshop has introduced many methodologies for project management."

"Case Studies are easy to understand and activities are interactive."

"It is useful with real world experience shared by the instructor."

Workshop Leaders

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

Mr Ken Hui, Consultant, GBMC Hong Kong

Mr Ken Hui is a Consultant of Global Business Management Consultants (GBMC) Hong Kong. He is a project management coach and consultant with proven track records in driving business performance in both commercial and public sector environments. Key clients include AXA, Bupa, Chanel, Chinese Estates, The Chinese University of Hong Kong, Deloitte, Hong Kong Government, Hong Kong Jockey Club, Infiniti, KMB, Mizuho Securities and Volkswagen Group.

Ken has more than 13 years of project management and digital transformation experience. He has successful career background in Jardine and Deloitte. He served as a project manager for many multinational IT and operational projects and Scrum Master for web and mobile application development various industries. Ken was one of the key drivers in the Deloitte Digital team of the agile project delivery and DevOps.

Ken received his Bachelor of Engineering in Industrial Engineering from the University of Hong Kong. He is a certified Process Professional and is proficient in Cantonese, English and Mandarin.

Mr Simon Tam, PMP®, Principal Consultant & Marketing Manager Hong Kong, GBMC

Mr Simon Tam is Principal Consultant at Business Management Consultants where he is also the Marketing Manager in Hong Kong. With over eighteen years of experience with financial institutions and multi-national companies such as Royal Bank of Canada, CB Richard Ellis Asia Pacific, The Hong Kong Jockey Club, AXA China Region, DHL (HK), Unilever Hong Kong and Cathay Pacific Airways, he is uniquely qualified in all aspects of business management and project management experience across various industries.

During his working history, Simon has led various large project team groups across the Asia Pacific with a good understanding of different cultures and ability in blending different teams to work effectively together.

Over the years, through his work at The Hong Kong Management Association, Simon has delivered various training for Hong Kong Trade Development Council (HKTDC), The Hong Kong Jockey Club (HKJC), AstraZeneca, CSL, FMC, FedEx, Modern Terminals, Shenzhen DaChan Bay, Hong Kong Disneyland, Eurogroup Hong Kong, Sino Land and SmarTone, to name a few.

Simon received his Bachelor of Engineering from The University of Hong Kong with First Class Honours, and subsequently obtained a Master in International Shipping and Transport Logistics from The Hong Kong Polytechnic University with Distinctions. He is a Project Management Professional (PMP) and an active member of the Project Management Institute. He is proficient in English, Cantonese and Putonghua.



GLOBAL BUSINESS MANAGEMENT CONSULTANTS
Improving Performance Through Project Management

About Global Business Management Consultants

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

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

GBMC services emphasise on Global Project Management, that is, consistent cross-functional project management at all levels of the organisation on a global basis. GBMC 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.

Clients Include:

AIG, Airbus, Bristol Myers, Canon, DHL, HP, NASA, Nokia, Philip Morris, SAR, SONY, Yahoo!,.....

Fee

- Agile Project Management**
HKMA Members: HK\$2,300 Non-Members: HK\$2,500
- Tools & Techniques for Project Management**
HKMA Members: HK\$4,700 Non-Members: HK\$4,950
- Project Leadership for Success**
HKMA Members: HK\$4,700 Non-Members: HK\$4,950
- Project Risk Management**
HKMA Members: HK\$4,700 Non-Members: HK\$4,950
- Project Management Professional (PMP®)
Certification Test Preparation Course (3-day Course)**
HKMA Members: HK\$7,580 Non-Members: HK\$7,980

Applicable to all workshops
Group Discount: \$300 less each for companies which send TWO or more participants to attend the same session of workshops
Lunch is provided with compliment.

Time

For 1-day & 2-day Workshops 9:00 am - 5:00 pm
For 3-day PMP® Test Prep. 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 workshops, please contact Ms Diana Li on 2774 8552. Successful registrants will be notified by telephone and no separate letter of acceptance will be issued.

Website: www.hkma.org.hk/projectmanagement

Dates

- Agile Project Management**
Friday, 15 March 2019
Friday, 20 September 2019
- Tools & Techniques for Project Management**
Thursday & Friday, 28 & 29 March 2019
Wednesday & Thursday, 18 & 19 September 2019
- Project Leadership for Success**
Thursday & Friday, 30 & 31 May 2019
- Project Risk Management**
Thursday & Friday, 23 & 24 May 2019
- Project Management Professional (PMP®)
Certification Test Preparation Course (3-day Course)**
Wednesday to Friday, 25-27 September 2019

Venue

The Hong Kong Management Association
1-6/F First Commercial Building, 33-35 Leighton Road,
Causeway Bay, Hong Kong

Language Medium: English

REGISTRATION FORM FOR WORKSHOPS ON PROJECT MANAGEMENT

To: Executive Director, 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:

- Agile Project Management**
 15 March 2019 AC-A6943-2019-1-FC
 20 September 2019 AC-A6943-2019-2-FC
- Tools & Techniques for Project Management**
 28 & 29 March 2019 AC-A6598-2019-1-FC
 18 & 19 September 2019 AC-A6598-2019-2-FC
- Project Leadership for Success**
 30 & 31 May 2019 AC-A6599-2019-1-FC
- Project Risk Management**
 23 & 24 May 2019 AC-A6697-2019-1-FC
- Project Management Professional (PMP®)
Certification Test Preparation Course
(3-day)** 25, 26, 27 September 2019 AC-A6656-2019-1-FC

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: _____

Correspondence Address: _____

Co. Tel No.: _____ (Mobile): _____ Email: _____ Education Level: _____

Where did you **FIRST** learn about this programme?

Email Promotion from HKMA Direct Mail by Post HKMA Website Others (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 Collection Statement

- The personal data of applicants are collected and kept for purposes of processing of applications of course enrolment, course admission, student and member administration, course research and statistical matters.
- The personal data provided in this form will be used by the Association for direct marketing, including special offers, training and education programmes, awards and competitions, membership, alumni, promotional activities and other services and activities that it may arrange.
- Applicants wishing for access to and/or correction of personal data may send their written requests to the Association.

If you do not wish to receive information as stated in point 2 of this statement, please indicate your objection by ticking the box. You may at any time send your written requests to the Association.

Notes

- I understand that all handout materials obtained in class are strictly for my own educational purposes.
- I have understood all the "Notes for Application" listed in Application Form.

Applicant's Signature: _____ Date: _____