

Certificate in Examination Preparation of Project Management

Course Outline

- Objective** : This is a practical project management course focusing on the five core PM processes and the nine PM knowledge areas as outlined in the PMBOK®Guide. The course is designed for those managers and project participants with few or no previous formal project management training. Theoretical framework, tools and techniques, and all the project management processes in the PMBOK®Guide will be introduced and supplemented by real-life soft skills for project managers. Case studies and group discussion are key components of this course to help illustrate the principles behind PMBOK®. Participants will learn all the key project management concepts as such as Project Charter, Scope Statement, WBS, Project Schedule Network Diagrams, Cost Estimation Methods, and Earned Value Analysis, as well as formal processes for creating a formal project communications plan, human resources plan, procurement plan, quality management plan and risk plan. Last but not least, the course will cover key leadership skills for successful project management, including people management skills, communications skills, and vendor management skills.
- Audience** : The course is designed for management and professionals with more than 3 years of on-job project experience either as a team member or project manager but no previous formal project management training.
- Benefits to course participants** :
- Obtain full knowledge of project management methods, concepts and techniques, plus the five process groups and nine knowledge areas as described in the PMBOK® Guide.
 - Acquire practical experience and skills in prove project management techniques through group exercises and case studies.
 - Attain critical soft skills in project leadership including team management, conflict resolution, negotiation, and effective communication.
 - Prepare participants for the PMP examination
- Course Characteristics** :
- Our differentiators from other PMP prep courses offered in Macau and Hong Kong:
- One of the first and most successful PMP preparation courses offered in Macau; Since its first class in 2005, hundreds of participants have taken this course and many eventually been certified;
 - Centre for Continuing Education, University of Macau is a Global Registered Education Provider of PMI;
 - More than 10 case studies for group discussion illustrating how PM

theories work in real life projects;

- Use of an enterprise PM software to simulate how project planning is done in work environment;
- Experienced instructor with more than 20 years of large-scale project management and PMO experience;
- More than 300 proprietary simulated PMP exam questions available for course participants.

Content

- : ● Overview of Project Management
 - ✓ Basic concept review and project management trend
 - ✓ Comparison of projects with ongoing operations
 - ✓ Project stakeholders, objectives and tradeoffs
 - ✓ Organization structure and project management
 - ✓ Life cycle models and the interaction among process
 - ✓ Overview of the process groups and nine knowledge areas
- Integration Management
 - ✓ Overall project planning
 - ✓ Change control management
 - ✓ Overall project monitoring and control
 - ✓ Project closure
- Scope Management
 - ✓ Scope definition, planning, and control
 - ✓ Developing WBS and project plan
 - ✓ Scope change control
- Time Management
 - ✓ Project scheduling
 - ✓ Network diagrams, PDM,ADM and dependency
 - ✓ Resource leveling
 - ✓ Schedule control
 - ✓ Advanced topics including critical and duration compression techniques
- Cost Management
 - ✓ Project costing, sizing, budgeting, cost/benefits analysis
 - ✓ Analogous estimation, parametric estimation, bottom-up estimation
 - ✓ Reserve analysis and contingency planning
 - ✓ Earned value analysis
- Risk Management
 - ✓ Concept of risk
 - ✓ Tools & techniques in risk planning, identification, analysis, risk response and control
 - ✓ Risk planning techniques including brainstorming, Delphi method, SWOT analysis
 - ✓ Qualitative and quantitative risk analysis

- ✓ Decision tree and Monte Carlo analysis
- Quality Management
 - ✓ Basic concept of quality management, quality standards, cost of quality, tools of quality management
 - ✓ Quality movement, quality planning, quality assurance, quality control, and continuous process improvement
 - ✓ Seven basic tools of quality control
- Human Resources Management
 - ✓ Organization planning, staff acquisition, & team development
 - ✓ Team building, group dynamics, fundamental interpersonal relations and behaviour
 - ✓ Maximizing interpersonal relationships
 - ✓ Motivational basis for human interaction
 - ✓ Sources of power for project managers
- Communication Management
 - ✓ Concepts, tools and techniques in project communication planning, distribution, and reporting
 - ✓ Stakeholder analysis
 - ✓ Managing conflicts: Sources of conflict, organizational conflict-management styles
 - ✓ Essential project management communication skills: Facilitating meeting, emails,
 - ✓ Proactive listening, and presentation
 - ✓ Understanding and mastering negotiating-stages of negotiation, negotiation as a collaborative process, and negotiation tactics
- Procurement Management
 - ✓ Organizing and planning for contracting, contract payment types, contract administration and closing
 - ✓ The life cycle of a contract
 - ✓ Contract types, contracting methods, and risk in contracts
 - ✓ Make-or-buy decision
- Professional Responsibilities
 - ✓ Code of ethics
 - ✓ Professional responsibilities of a project manager
 - ✓ Socio-economic factors in projects
 - ✓ Global projects and cultural issues

Language : Cantonese
(Course notes, case study materials, and practice exam questions in English)

Tutor : Mr. Paul Mau (Detail as below bio)

Duration : 36 hrs+2 hrs exam

Schedule : Lesson:
11,18,25/Jul & 1,8/Aug (Saturday): 9:30-13:00 & 14:00-17:45
Exam:
22/Aug (Saturday) : 14:00-16:00

Venue : University of Macau

Tuition Fee : MOP4,500

Application Fee : MOP100(Non refundable)

Paul's bio:

Paul Mau, MBA, MSocSc, PMP, CPIT(PD)

Paul has over 20 years on Project Management for large scale IT, Business Process Redesign, ERP and change management projects. His experience in the IT industry includes project management and consulting positions at HP and several public listed companies. Paul is a strong people manager making maximum use of his effective interpersonal, communication, and analytical skills.

While working at HP as a consulting manager, Paul managed successful several tight projects within short timeframe. He also led several internal HP projects covering 14 countries of the Asia Pacific region.

Paul is a seasoned trainer in project management. He has delivered the full spectrum of PM courses from foundation course, PMP examination review course, to other advanced topics since 2002. Participants of the courses came from various disciplines such as IT, Consulting, Banking & Securities, Construction, Utilities, Trading, and Healthcare.

Paul is enthusiastic in promoting project management professionalism in Hong Kong. He has been serving PMI for more than seven years and was one of the early batches PMP trainers of PMI Hong Kong Chapter. He is a PMP, a Certified Professional of IT (Project Director), an assessor and a member of the Expert Group in the Hong Kong Institute for Hong Kong IT Professional Certification. He has earned a MBA degree from Keele University in UK, a Master of Social Science degree from University of South Australia, and a Master of Social Science from University of Hong Kong.