



持續教育學院
School of Continuing Studies
**Professional Training on Associate
Project Manager**

本課程已納入
教育局
持續進修發展計劃

Course Introduction 課程簡介

This course is designed for IT professionals who need a basic understanding of the prevailing guideline and body-of-knowledge in project management (*i.e. PMBOK version 4*) in order to better equip themselves for their project management careers.

The course is taught by instructor(s) who is (are) experienced project management practitioners, and certified PMP's (*Project Management Professionals*).

Course Outline 課程大綱

1. Introduction
 - a. Introduction to project management
 - b. Current standards, guidelines, or body of knowledge for the project management profession (*i.e. ISO, PRINCE, PMBOK, others*)
 - c. About project management credentials
2. The Project Management Context
 - a. Project Life Cycle
 - b. Project Organization
 - c. Key processes & Knowledge areas
3. Project Integration Management
 - a. Develop Project Charter
 - b. Develop Project Management Plan
 - c. Direct and Manage Project Execution
 - d. Monitor & Control Project Work
 - e. Perform integrated change control
 - f. Close Project or phase
4. Project Scope Management
 - a. Collect requirements
 - b. Define scope
 - c. Create WBS
 - d. Verify scope
 - e. Control scope
5. Project Time Management
 - a. Define activities
 - b. Sequence activities
 - c. Estimate activity resources
 - d. Estimate activity durations
 - e. Develop schedule
 - f. Control schedule
6. Project Cost Management
 - a. Estimate costs
 - b. Determine budget
 - c. Control costs
7. Project Quality Management
 - a. Plan quality
 - b. Perform quality assurance
 - c. Perform quality control
8. Human Resources Management
 - a. Develop human resources plan
 - b. Acquire project team
 - c. Develop project team
 - d. Manage project team
9. Project Communications Management
 - a. Identify stakeholders
 - b. Plan communications
 - c. Distribute information
 - d. Manage stakeholders' expectations
 - e. Report performance
10. Project Risk Management
 - a. Plan risk management
 - b. Identify risks
 - c. Perform qualitative analysis
 - d. Perform quantitative analysis
 - e. Plan risk response
 - f. Monitor and control risks
11. Project Procurement Management
 - a. Plan procurements
 - b. Conduct procurements
 - c. Administer procurements
 - d. Close procurements
12. Contract & Legal, Local Law
Local regulations and practices relevant to contracts & project management

Target Audience 對象

Project practitioners, systems analysts, business analysts, in particular those preparing for professional examination(s) in the project management arena

項目從業人員、系統分析員、商業分析員、特別是在項目管理場面上準備專業考試的人士

Instructor 導師簡介 from PEAK/VTC
來自職業訓練局高峰進修學院的導師



Medium of Instruction 授課語言 Chinese with supplementary English terminology
中文為主，英文為輔

Venue 上課地點 Alameda Dr. Carlos D' Assumpção 335-341, Hotline Centre, 10/F, Macau
澳門新口岸宋玉生廣場 335-341 號獲多利中心 10 樓

Course date & time 上課日期

5 Oct, 2013 ~ 19 Oct, 2013	Sat	10:00 – 17:00	Course code: 1304260108	(Total hrs:18)
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Tuition Fee 課程費用 MOP 2,700 **Class Size 收生名額** 12 people

All fees are non-refundable and non-transferable. (The school has full right to withdraw any course anytime). Therefore, student is advised to consider carefully about the course time and personal situations before application. 所有費用一經繳交，恕不退還或轉讓（本院取消開辦該課程除外）。因此，報讀者於報名前，請考慮清楚上課時間及視乎個人具體情況而決定報讀與否。

Enquiries 查詢 Tel: 8796 1999 / 8796 1998 Email: scs@must.edu.mo

Website: <http://www.must.edu.mo/scs-tw/admission/diploma-certificate-programs/news>

The School of Continuing Studies develops life-long learning opportunities. Should you wish to receive information on our programs / courses, please send us an email (to scs@must.edu.mo) stating your email address in your email and “Join the mailing list” in the Subject line.

持續教育學院致力開拓終身學習機會，如欲收到本學院之課程資料，可發電郵至 scs@must.edu.mo，並提供閣下之電郵地址，標題主旨為 “加入通知群組”。

We also offer in-house training for corporations/Government Departments/schools, tailor-made with respect to your choices of topics, time, place, and group of attendees. Please contact us for more information.

我們亦為機構/政府部門/學校等提供內部培訓，按各機構不同之要求(主題/時間/地點/對象)而訂定培訓內容。請與我們聯絡。