

- Life cycle of Barbie Engineering projects and typical tasks and deliverables

2) Project Planning (4 hours)

- Stakeholder identification and management
- Requirement definition and planning
- Developing WBS
- Project scheduling
- Resource planning: Roles and responsibilities of cross-functional teams
- Basic cost planning

Key Learning Points:

- Project planning document templates including Project Initiation Document (Project Charter) and Project Scope Statement
- Identifying stakeholders and their expectation
- Confirmation of key deliverables through Requirement Document
- From high level deliverables to work components – the importance of WBS
- Converting WBS to an operation plan – project schedule and milestone

3) Project Control (2.5 hours)

- Directing and managing project execution
- Monitoring and controlling project work
- Status reporting and issue tracking
- Common execution problems in real-life projects

Key Learning Points:

- Basic control skills such as issue log and change control
- Standard Project Status Reporting template
- Typical execution problems such as stakeholder issues and requirement change

4) Risk Planning (2 hours)

- Converting 'unexpected' to 'expected'
- How to identify risks
- Probability vs. impact
- Soft skills in managing risks

Key Learning Points:

- Risk planning framework
- Soft skills in managing risks



5) Problem Solving Techniques (2.5 hours)

- Problem identification and analysis
- Root cause analysis (fishbone diagram, 5-whys)
- Idea generation and innovation stimulation skills
- Alternative and scenario analysis
- Taking perspectives: Possible considerations and responses from various stakeholder groups
- Developing effective action plan

6) Solution Execution (2.5 hours)

- Conflict resolution principles and techniques: the win-win approach
- Influencing stakeholder decision through negotiation as a collaborative process
- Effective communication for managing expectation and overcoming resistance

Key Learning Points:

- Root cause analysis
- Identifying stakeholders and their expectation
- From alternatives to action planning
- Alternative and prioritization
- Persuasion and influencing skills

7) The Role of a Project Manager (0.5 hour)

- Key skills required of a successful project manager
- Ownership and proactive management
- Importance of interpersonal skills or soft skills

Target Audience 對象 This course is suitable for Team leaders or functional staff who lead or participate in projects; User groups in projects. (此課程適合正在規劃中的團隊經理或部門領導人員及用戶群組)

Instructor 導師簡介 Consultant from Emmanuel Global Limited (with many years of PM experience in MNCs)
Emmanuel Global Limited 的顧問 (具多年於跨國企業項目管理經驗)

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

3, 10~ 11 August, 2013	Sat ~ Sun	09:30-18:00	課程編號：1304170324	(Total hrs:22.5)
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Tuition Fee 課程費用 MOP 3,600 **Class Size 收生名額** 11 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。

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