

## Executive Diploma in Project Management 項目管理專業行政文憑課程



# EXECUTIVE DIPLOMA IN PROJECT MANAGEMENT

## INTRODUCTION

Project management nowadays is regarded as a very high priority as all companies or organizations, whether small or large, are at one time or another involved in implementing new undertakings, innovations and changes. These projects may be very diverse in nature and types, as such sophisticated tools, management techniques and problem-solving approaches have emerged to be more rewarding than others in bringing projects to a successful end. As traditional management practice cannot provide effective and efficient results while running projects in today's turbulent and fast changing environment, Project Stakeholders have to find new tools, methodologies and strategies in running the project successfully.

## OBJECTIVE

This course will deliver to participants the contemporary concept of project management starting from traditional management model to system model with essential tools and techniques for each phase of Project Development Cycle, which is fundamental and critical to implement in any type of projects. It highlights the essence of project management and the difficulties on running projects, which the participants will be encouraged to have diverse thinking on how to resolve daily issues or problems encountered. The course comprises theories, case studies, exercise and experience sharing that would certainly help participants to practice, create modeling, and test the methodologies and techniques learned in the course with guidance from the tutor.

## DESIGNED FOR

Company Executives, Project practitioners including managers, engineers, supervisors, manufacturers, process facilitators, and those involved in project works, who want to learn, refresh and enhance their knowledge and skills in contemporary project management, will find this course valuable. Potential and new Project Managers, who haven't formal training and experience in project management, or those who want to deploy project management in their traditional organization structures are also welcome since they will acquire the essential knowledge, tools and techniques to accomplish their job assignment by project means. Business operators or owners, who want to find sustainable processes for continuous business operation, will find the Project management model is useful in getting the job done effectively under constraints.

## FEE

HKMA Member: HK\$9,300

Non-member: HK\$9,900

Group Discount: HK\$300 each

(For two or more participants making payments on this course together)

## LANGUAGE MEDIUM

The programme will be delivered in Cantonese and the course material will be in English.

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## LECTURER

### MR H C LEE

MR H C LEE possesses BSc, MSc and MBA degrees awarded by local and UK universities and is a Chartered Surveyor and Chartered Construction Manager. He was a Past President of the Hong Kong Region of a UK Chartered professional body and subsequently presented with its Recognition of Achievement Award. He is currently holding directorship to companies operating in Hong Kong and Australia. Apart from working for reputable consultants in Hong Kong, Mr Lee has also worked for major consultants to large public and private clients, including the Sydney Olympics Coordination Authority, departments of the NSW State government, renowned international banks and real estate developers, on their infrastructural and building projects in Australia. He has also been teaching project management to students in architecture, engineering, surveying and housing studies from diploma to Master Degree levels at local and UK universities in the last two decades. Mr Lee is a seasoned professional in both industrial practice and teaching and he is a teacher who has the enthusiasm to share his valuable knowledge and experience with his students.

## SYLLABUS

### Module 1. Project Initiation, Design and Planning

1. Essence of Project Management
2. Project Development Cycle Interpretation
3. Key project management processes
4. Idea generation, visualization and formulation
5. Statement of Understanding (SOW) preparation for initiating the project
6. Project manual compliance for management approval
7. Planning cycle and development of project plans
8. Establish ways to obtain management's empowerment and authorization
9. Project approval criteria in financial aspects
10. Developing an adaptive hierarchical structure for project office
11. Business running by project management model

### Module 2. Project Performance, Monitoring and Control

1. Developing the master baseline plan
2. Formulating a capital cost plan for a project
3. Simple WBS construction to calculate project costing
4. Constructing the Gantt Chart, PERT Chart for project planning
5. Project Finance and Cash flow analysis by Net Present Value (NPV), Internal Rate of Return (IRR) and Cost Benefit Analysis (CBA) using MS Excel.
6. Risk management and uncertainty analysis and control
7. Decision making calculation on trade-off using decision matrix and assumption rating method
8. Construct the team responsibility matrix against the WBS
9. Effective time-cost monitoring and control by project phase, milestones setting, Earned Value Methodology (EVM) and trend analysis
10. Explore the project manager's dilemma for conducting project meeting
11. Quality statistical control and essence of Six Sigma

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### Module 3. Contract and Quality Management, Project End Review & Leadership

1. Contract types and management skills
2. Tendering process
3. Comparison of different contracts and current trend of contract management
4. Quality Management Process, tools and techniques
5. Total Quality Management (TQM)
6. Project End management and review process
7. Knowledge management for project office by 'lesson learnt' analysis.
8. Successful winning team criteria
9. Team building and leadership development
10. Project time management
11. Project Presentation technique

#### EXEMPTION

Students who have successfully completed:

- 1) Professional Competency Certificate Course on Project Management for Project Managers, SGC-A0114, OR
- 2) Advanced Certificate Course on Project Management for Project Managers and Engineers, EC-A0184, OR
- 3) Similar course to modules 1 and 2 in the last seven years

can apply for exemptions for modules 1 and 2 of this programme and directly proceed to module 3.

#### Application Procedure

A completed application form, together with copies of testimonials such as certificate and transcripts, must be submitted to the Customer Service Department before the course commencement date. Applications will not be accepted after the course has commenced. The application form for exemption can be downloaded from our website: [www.hkma.org.hk/pdf/edpm\\_exem.pdf](http://www.hkma.org.hk/pdf/edpm_exem.pdf)

#### FEE FOR MODULE 3

HKMA Member: HK\$3,100

Non-member: HK\$3,300

Exemption Fee: HK\$250 per module (non-refundable)

Group Discount: HK\$100 each

(For two or more participants making payments on this course together)

#### SATISFACTORY COMPLETION OF A MODULE

A minimum of 4 out of 5 sessions is required for satisfactory completion of a module. Students must obtain at least 50% of the assessment result in the final project of a module.

#### AWARD

A student who has satisfied all the requirements and completing all three modules will be awarded the Executive Diploma in Project Management.

#### ENQUIRIES

For course enquiries and reservations, please call Customer Service Department on 2774-8500 / 2774-8501 or email to [hkma@hkma.org.hk](mailto:hkma@hkma.org.hk). For course details, please contact Ms Shirley Chan on 2774-8569.

**EDPM Secretariat: 16/F, Tower B, Southmark, 11 Yip Hing Street, Wong Chuk Hang, HONG KONG**  
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