

Through simulation and workshop activities, you will learn skills in project management by managing a project based on real-world scenarios. You will practice using project management tools to work with your team members in planning, implementing and controlling the project and successfully bringing it to a close. Workshop activities include:

- Agreeing on project scope, objectives and deliverables
- Developing a work breakdown structure
- Sequencing tasks, estimating work duration and costs
- Preparing network diagrams and project schedules
- Allocating and leveraging resources
- Assessing risk and developing contingencies
- Preparing the implementation plan
- Developing a plan to manage change

Objectives

- Know the major phases of project management and the activities in each phase
- Learn project planning skills to meet stakeholders' requirements and increase their satisfaction level
- Apply best project management practices to initiate, implement and control a project, including managing change
- Practice using project planning tools and techniques on real cases
- Develop project plans, schedules and cost estimates effectively
- Analyse risks and prepare risk reduction/prevention plans
- Learn project communication and control tools

Who Should Attend

Project leaders or team members who would like to acquire practical project management skills and tools

Key Topics

“Project” and “Project Management”

- Project definition and how to practice project management
- Project success factors
- The essence of project management

Project Management Framework

- Project management life cycle
- Key issues in project management
- Learning the best practices

Project initiation and Planning

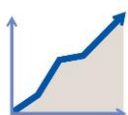
- Project planning stages
- Core issues of project initiation
- Gaining buy-in and support from stakeholders
- Project scope, objectives and key deliverables
- Brainstorming the work breakdown structure
- Determining the task levels, main tasks and sub-tasks
- Preparing schedules and cost estimates
- Project planning methods
- Setting clear milestones to control progress
- Managing risks and developing contingency plans

Project Execution and Control

- Project execution and control
- Controlling and managing project changes

Project Completion

- Activities at the closing phase
- Completion of Project Management



We provide services in **Productivity Improvement** and other areas of training and development.

Dew-Point International Ltd.
1801, 102 Austin Road,
Tsimshatsui, Kowloon, Hong Kong
☎ (852)2730 1151 ✉ (852)2730 0164
✉ info@dew-point.com.hk
Website: <https://www.dew-point.org>