

Effective Project Planning and Control

DATE	: 29 March, 2012	CODE	: PPC
INSTRUCTOR	: Alan Lee	DURATION	: 1 Day
FEE	: HK\$3,280	EARLY BIRD	: HK\$2,980

The workshop is designed to be practical, highly interactive and, each participant will work in teams on cases (or actual project) and develop project plan related to the actual own events projects in their respective workplace.

The case study and the methodology has been designed to ensure that the participants not only learn about project planning and control but are also given an opportunity to apply those practical project management skills/tools to their actual project at work.

Audience

Candidates who have some project work experience and are preparing to improve their project management skills.

Methodology

Variety of instructional methods will be used, including: classroom lectures, case studies, role play and feedback, group discussions, and personal experiences sharing, etc.

COURSE OUTLINE

1. Introduction to Project Management

- Definition of Project
- Project vs. Routine Work
- Reasons for Project Failure
- Key Success Factors for Project Management
- The Project Management Cycle

2. Developing Project Management Skills

- Establishing the Project Definitions
- Defining the Project Scope, Objectives and Goals
- Developing Your Project Structure
- Identifying the Project Assumptions
- Establishing the Work Break Down Structure (WBS)
- Managing Risks and Contingencies
- Conducting the Network Analysis
- Identifying the Critical Path
- Establishing the Project Gantt Chart
- Controlling the Project Progress
- Closing the Project

Alan Lee

Alan has been engaged in business process, quality system, engineering and customer services improvement of different industries, such as logistic, financial bank, insurance, toys, consumer electronics, medical and food service, garment and foot wear, construction, department store, and property management etc., for more than 10 years.

As a management consultant, Alan has assisted many big multinational corporations, listed companies, small and medium enterprises in the performance management system (Key Performance Indicators) development and implementation; corporate quality improvement program (ISO9000, Quality Control Circle and Kaizen) design and implementation; new product development cycle time reduction; business process re-engineering of the whole company; and in the design and delivery of various management development and quality management training courses.

In the last 7 years, Alan has also designed and delivered a wide range of tailored management training programmes and workshops for many HKSAR departments, Non Government Organizations, and public service industries.

Alan holds a Bachelor of Science Degree in Electrical Engineering from the National Cheng Kung University of Taiwan and a Master of Science Degree in Engineering Business Management from the University of Warwick, UK.

COURSE ARRANGEMENTS

Course Date	Course Title	Course Code	Duration (Days)	Fees (HK\$)	Enroll before these dates to Enjoy our Early Bird Rates	Cancellation Deadline
March 1, 2012	Effective Communication via an Understanding of Enneagram	NEW ECE	1	HK\$3,280	HK\$2,980 February 3, 2012	February 8, 2012
March 2	Achieving Service Excellence	NEW ASE	1	HK\$3,280	HK\$2,980 February 3, 2012	February 8, 2012
March 5 - 7	Team Development & Communication Series (for Team Members)					
March 5	Listen Openly, Understand Fully, Repond Positively	NEW LUR	1	HK\$3,280	HK\$2,980 February 10, 2012	February 15, 2012
March 6	Collaborating and Working with Different People	NEW CWDP	1	HK\$3,280	HK\$2,980 February 10, 2012	February 15, 2012
March 7	Constructive Team Conversation - Giving and Receiving Feedback	NEW CTC	1	HK\$3,280	HK\$2,980 February 10, 2012	February 15, 2012
March 12	Coaching Fundamentals	CF	1	HK\$3,280	HK\$2,980 February 17, 2012	February 22, 2012
March 13	Creative and Innovative Thinking	CIT	1	HK\$3,280	HK\$2,980 February 17, 2012	February 22, 2012
March 14-15	Survival Skills for Managers and Supervisors	SSMS	2	HK\$5,380	HK\$4,980 February 17, 2012	February 22, 2012
March 21	Persuasive Business Writing 2012	BW 2012	1	HK\$3,280	HK\$2,980 February 24, 2012	February 29, 2012
March 22	Time and Task Management	TTM	1	HK\$3,280	HK\$2,980 February 24, 2012	February 29, 2012
March 23	Effective Communication & Interpersonal Skills	ECIS	1	HK\$3,280	HK\$2,980 February 24, 2012	February 29, 2012
March 29	Effective Project Planning and Control	NEW PPC	1	HK\$3,280	HK\$2,980 March 2, 2012	March 7, 2012

TIME: 9:00 am - 5:00 pm daily
VENUE: Regal Hong Kong Hotel, Causeway Bay, HK.

PAYMENT AND CONFIRMATION:

- Seminar fees cover full set of course materials, lunches and refreshments. Seminar fees are payable in advance.
- For enrolment by email, please provide all information per the standard Enrolment Form on this page.
- For enrolment by fax, mail or email, CEL will issue an acknowledgement fax or email to the Authorized Person the next day from receipt of the enrolment.
- Enrollments received by fax, mail or email on or before early bird deadline will be entitled to the early bird rate.
- Joining instructions for confirmed registrations will be sent to the Authorized Person about 2 weeks before the seminar.

CANCELLATION AND SUBSTITUTION POLICY:

- There is no cancellation charge for cancellations made on or before the cancellation Deadline.
- Registrant(s) who fail to attend, or who cancel(s) after the cancellation deadline(s) are liable for the entire fee.
- All cancellations should be notified in writing.
- Enrollments received AFTER the cancellation deadline are subject to the same cancellation deadline.
- Registrants may send substitutions in their place anytime. However, substitutions are not allowed once a seminar has commenced.

ATTENDANCE CERTIFICATE:

A Certificate of Completion will be given to each delegate who have attended more than 70% of the enrolled course(s).

THE ON-SITE OPTION:

If there are 10 or more people in your organization interested in taking any of these CEL courses, why not consider the On-Site option? We can readily tailor courses to your specific needs, send an expert instructor to your workplace, and help cut costs. For more information about this service, please contact Miss Mak at CEL at Hong Kong telephone number 2838 1182.

CORPORATE DISCOUNT SCHEME & QUANTITY DISCOUNTS:

Please visit our Website at www.celhk.com or telephone Ms Mak at 2838 1182 to inquire the above.

Communications Engineering Ltd. reserves the right to vary the course programmes or arrangement if this proves necessary.

ENROLMENT FORM

Name	Job Title	Tel No	Mobile No	Course Code
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____
(Mr/Ms) _____	_____	_____	_____	_____

Company Name: _____

Address: _____

Tel: _____ Fax: _____ Email Address: _____

Contact Person: (Mr/Ms) _____ **Job Title:** _____ **Tel No:** _____ **Fax No:** _____

Authorized Person: (Mr/Ms) _____ **Job Title:** _____

Signature: _____ **Date:** _____

Cheque enclosed for HK\$

Please note seminar fees are payable in advance

Made payable to **Communications Engineering Ltd.**

Please tick (✓) if you require a receipt



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 Call Miss Mak at:
2838-1182



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