



香港資優教育學院
The Hong Kong Academy for Gifted Education

Leadership Course (LEA6351A)

***Stimulate Leadership Potential
Through Effective Project Management Principles***

**11 Dec 2010 to 19 Mar 2011
(All Saturday mornings)**

Co-organiser: Project Management Institute (Hong Kong) Chapter

A perfect opportunity to learn basic project management concepts and skills to stimulate your leadership potential through study of principles, role play and case study workshop



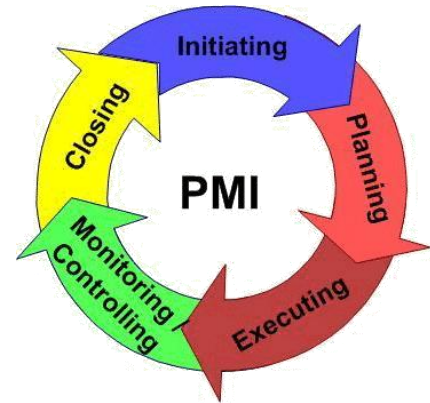
During the course, you will be able to:

- ***Study some basic project management techniques in planning a project***
- ***Meet experience project leaders from the Business / Industry sectors and hear their project leadership experience sharing***
- ***Put your learning into practice during guided Case Study Workshops***

Program Objective:

The programme aims to:

- Introduce the concept of project management by referring to the professional project management standard and best practices advocated by the Project Management Institute (PMI) which is the USA national Standard for project management
- Illustrate basic elements of project planning and control in scope, time and cost, such as “Use Case”, “Work Breakdown Structure, “Milestone Chart” as well as other project management skills and tools
- Encourage student to take charge in planning and supporting a project team to achieve group goal and meet project requirements by employing proven PM techniques and effective team leadership style that foster teamwork



Intended Learning Outcomes:

On completion of the course, you will be able to:

- (1) Outline the essential concepts and models of project management principle, as well as the essence of PM Leadership characteristics
- (2) Apply simple requirement modeling, which formulates the foundation project planning to organize project tasks and schedules using charts and models, such as the Gantt Chart, and Milestones Chart alike
- (3) Prepare yourself in taking the liaison / leadership role in communicating with both internal and external project stakeholders throughout the project life cycle
- (4) Understand the significance of risk assessment, ongoing project progress monitoring, and change of plan due to the both internal and external factors. as well as the need to seek support from project owners and sponsors

Session Details

Session	Date	Time	Topic / Content Highlights	Delivery Mode	Venue
1	11 Dec 10	9:00 – 12:00	<ul style="list-style-type: none">- Ice breaking exercise- Intro to PM basic concept- What is a project- Why Project mgmt (benefits)- Who are these Project Managers- Their roles & responsibilities- Project team & stakeholders- Project life cycle	<ul style="list-style-type: none">- Lecture-Interactive Q & A- Group exercise with role play	Room 1004, HKPC Building, 78 Tat Chee Avenue, Kowloon

2	18 Dec 10	9:00 – 12:00	<ul style="list-style-type: none"> - How to propose a project (The proposal) - What do you need to do the job - Resources requirements - Do you really know your requirements - Use Case Approach to understand & analyze your requirements - Break down your work into small & more manageable items - The WBS Technique - What are the outcomes - How to kick-off a project 	<ul style="list-style-type: none"> - Lecture - Interactive Q & A - Group exercises 	Room 1021, HKPC Building, 78 Tat Chee Avenue, Kowloon
3	8 Jan 11	9:00 – 12:00	<ul style="list-style-type: none"> - A Road map to guide your project work : how to develop a plan - Use of diagram and charts to show the timeline - Resource chart - Project estimates & cost - Project risks management basic 	<ul style="list-style-type: none"> - Lecture - Interactive Q & A - Group exercises 	Classroom No. 4, G/F Innocentre, 72 Tat Chee Avenue, Kowloon
4	15 Jan 11	9:00 – 12:00	<ul style="list-style-type: none"> Project leadership, team building & motivation - Professional ethics - Communications 	<ul style="list-style-type: none"> - Lecture - Interactive Q & A - Group exercises, and role play 	Classroom No. 4, G/F Innocentre, 72 Tat Chee Avenue, Kowloon
5	22 Jan 11	9:00 – 12:00	<ul style="list-style-type: none"> Guided Group Case Study Workshop 1 - The problem - The objective - The boundary - The requirements - The approach - The proposal 	<ul style="list-style-type: none"> - Tutorial - Group project workshop 	To be confirmed
6	29 Jan 11	9:00 – 12:00	<ul style="list-style-type: none"> Guided Group Case Study Workshop 2 - The timeline - The Resources & Cost - The project Plan 	<ul style="list-style-type: none"> - Tutorial - Group project workshop 	Classroom No. 4, G/F Innocentre, 72 Tat Chee Avenue, Kowloon
7	19 Feb 11	9:00 – 12:00	<ul style="list-style-type: none"> Guided Group Case Study Workshop 3 - Building up the team & teamwork - The risks - Project Updates 	<ul style="list-style-type: none"> - Tutorial - Group project workshop 	To be confirmed
8	26 Feb 11	9:00 – 12:00	<ul style="list-style-type: none"> Guided Group Case Study Workshop 4 - Project Change management - Handling of conflicts - Progress Reporting - Simulated project closing 	<ul style="list-style-type: none"> - Tutorial - Group project workshop 	To be confirmed
9	5 Mar 11	9:00 – 12:00	<ul style="list-style-type: none"> Meeting real PM from the business world Part I - From Engineering - From IT 	<ul style="list-style-type: none"> - Guest Speakers - Group interview - Sharing 	To be confirmed
10	12 Mar 11	9:00 – 11:00	<ul style="list-style-type: none"> Meeting real PM from the business world Part I - From NGO - From Financial Sector 	<ul style="list-style-type: none"> - Guest Speakers - Group interview - Sharing 	To be confirmed
11	19 Mar 11	9:00 – 1:00	<ul style="list-style-type: none"> Group Project Case Study Presentation & Peer Review 	<ul style="list-style-type: none"> - Presentation - Peer Review - Lecturer Feedback 	To be confirmed

Target Participants	S4 to S7 HKAGE student members (Priority will be given to members in Leadership domain)
Quota	30 Participants
Medium of Instruction	Cantonese with printed material in English
Courses Requirement	<p>Certificate of Completion will be awarded to participants who are able to fulfill all the course requirements which include:</p> <ul style="list-style-type: none"> ✧ Achieving an attendance rate of not less than 9 sessions ✧ Complete Group Project & Presentation with satisfactory performance
Course Fee	Free of charge
Application Procedure & Deadline	<ul style="list-style-type: none"> ✧ Students should download the Application Form from the following website: http://www.hkage.org.hk ✧ Students should submit the completed Application Form to <i>The Hong Kong Academy for Gifted Education</i> by mail or by fax (<i>Fax number: 2490 4730</i>) on or before 3 Dec 2010 (Fri). Late application will not be considered. ✧ Application result will be announced by email. Applicants who have not received email by 7 Dec 2010 (Tue) should contact the HKAGE by phone on 3698 3504. No further notification will be made. ✧ Successful applicants should complete a "Confirmation Slip" and faxed to the Academy before 8 Dec 2010 (Wed).
Enquiry	For enquiries, please contact Ms Yip at 3698 3500 or Ms Ho at 3698 3504.