

# Master Your Project with a Single Sheet of Paper

## Why do you need this workshop?

Managing a project is not easy, but it is a crucial job in the emerging project driven workplace. Every project is different, but each requires a planned and organized approach as defined in PMBOK by Project Management Institute®. Does a project manager or team member need to have technical skills or people skill in order to be successful or a combination of the two? This workshop will introduce the knowledge, skills and tools to manage resources to meet project requirement within time and on budget.



## Who is this workshop for?

This workshop is suitable for staff who is required to manage project or anyone looking to better contribute in a project at your workplace.

## Program outline

### Session 1: Simulation game

The workshop will use a simulation game to introduce the essential elements in any project. Before the game, participants will be divided into a team of 3-4 to plan the project. During the game, each team will be asked to implement the plan to exact specification both on budget and on time. At the end, teams discuss experience, bring out the learning points and consolidate plans for improvement back at work.

- Discover the 5 essential parts of a project
- Experience the skills required to manage a project
- Understand the 3 Cs challenges of project management
- Learn how to apply the PMBOK® in a project

### Session 2: Build a one-page project manager (OPPM™)

OPPM™ is about visual communication in a single sheet of paper. It is a method to reduce any project – large or small, traditional or agile – to a simple one-page document, for communicating the project plan, tracking the risk, impact and progress and document the result.

- 12 steps to build an OPPM™
- 5 steps to compile a project status report
- Case study

**Remarks:** Please bring your own notebook computer on the class day with “EXCEL” installed.

**Date & Time:** 16<sup>th</sup> July, 2019 (Tuesday) 9:30am – 5:30pm

**Venue:** Rm 2101, 21/F., Gala Place, 56 Dundas Street, Mongkok, Kowloon (Yaumatei MTR exit A2)

**Language:** Cantonese with English terminology

**Fee:** HKD2,700 / \*HKD2,500

\*Discount for payment settled on or before 25<sup>th</sup> June, 2019, or 3 delegates apply together.

**Certificate:** Participants who successfully complete this course and have 80% attendance will be issued a Certificate of Attendance

## Enrolment:

Please make cheque payable to “CED School of Business Limited” and send it together with this form to: CED School of Business, Room 1314, 13/F., Gala Place, 56 Dundas Street, Mong Kok, Kowloon

**Enquiry:** Tel: 21539887

Email: [training@ced.edu.hk](mailto:training@ced.edu.hk)

## Trainer: John Lai

*Master in International Human Resource Management, Chartered Secretary,  
Certified trainer of Situational Leadership II*

John has accumulated more than 35 years of experience in people and organization management in Asia Pacific with sizeable multinational corporations in travel, transport, logistics, semiconductors and capital equipment industry. He has held HR leader positions in DHL International, National Semiconductor Asia Pacific, Orbotech Electronics. He is a Certified Management Consultant and Certified Change Practitioner. He has consulted with companies in Hong Kong and China and taught at City University of Hong Kong and Open University of Hong Kong.



# Enrolment Form

## Master Your Project with a Single Sheet of Paper (16 July 2019)

Applicants should fill in all details in block letters and fax to (852) 2770 3230 or e-mail to [training@ced.edu.hk](mailto:training@ced.edu.hk)

Company Name:		Contact Person Name:	
Address:		Telephone:	
		Position:	
		Email:	
Delegate Name (Mr/Ms):		Delegate Name (Mr/Ms):	
Position:		Position:	
Telephone:	Fax:	Telephone:	Fax:
Mobile:		Mobile:	
Email:		Email:	

- ✓ Seats are limited and available on a first-come-first-served basis.
- ✓ Confirmation of class schedule will be sent one week before class starts. If you do not receive any confirmation three days prior to the course, please call **(852) 2153 9887**
- ✓ Payment should be made together with the enrolment form before the course commencement or before the early bird deadline.
- ✓ Applicants are expected to attend the training at the place and time specified in the leaflet. In case of cancellation, please notify us in writing 14 working days prior to the event. Substitutions can be made at any time without penalty.
- ✓ Should a delegate fail to attend or withdraw after cancellation deadline, the full course fee remains payable and no refund.
- ✓ All the course fee should be settled 3 working days before the class date. Late payment will be subject to HKD200 administrative charges.
- ✓ Official receipt will only be issued upon written request.
- ✓ Training Services Provider reserves the right to make alternations regarding arrangements.
- ✓ Which channel do you get the information of this training courses? 1.  Fax 2.  Email 3.  Website 4.  Seminar 5.  Facebook 6.  LinkedIn 7.  Advertisement 8.  Business Manager 9.  Others: (Please specify) \_\_\_\_\_

All the above information will be strictly used by CED School of Business for processing the application of the course only. For the details of the Personal Data (Privacy) Ordinance, please visit: <https://www.pcpd.org.hk/english/files/pdpo.pdf>

I agree and accept the above terms and conditions      Signature: \_\_\_\_\_ Date: \_\_\_\_\_