

Project Management - 12hrs

Higher Certificate in IT Project Management

課程簡介

在技術主導的 IT 世界內，不斷提升個人技術，考取最新最熱門的 IT 認證，已是行內行之已久的生存方式，但如何有系統地運用各種各類 IT 技術，整合在企業的資訊系統內，卻是普遍 IT 人所缺乏的管理常識。

IT 專案管理知識源於第二次世界大戰，及後更應用於阿波羅登月計劃中。在往後的三十多年，更發展至各項工程及民營企業專案內，成為管理學界廣泛關注的理論。

專案管理的知識包括「成本管理」、「質量管理」、「知識資產管理」、「風險管理」及「溝通和範圍管理」等各項不同的範疇，配合先進的管理軟件，利用 PERT 圖、Gantt 圖等工具，將不同的關鍵活動清晰地聯合起來，進行有效率的管理。

課程目標

本課程針對「IT 人」而設，課程將教授項目管理理論、通訊技巧、項目管理工具、硬件開發、軟件開發、網站開發的項目管理案例。修畢學員除可學懂項目管理的基本常識，並可運用於日常工作中。

課程內容

The Project Management Process

- ◇ To understand the project processes, process groups, process interactions and customized process interactions.

Time Management

- ◇ To learn how PERT and CPM networks are constructed, how schedules are computed, how Gantt chart and critical path are used to analyze and solve project scheduling, and when to apply resource allocation and leveling techniques.

Cost Management

- ◇ To learn about resources planning, cost estimating, cost budgeting, and cost control. Concepts of law of diminishing returns, variable cost, fixed cost, working capital, direct cost, indirect cost, earned value analysis, contingency and management reserve are introduced

Human Resource Management

- ◇ To learned about organisational planning, staff acquisition and team development. Organisational theory, role and responsibility assignment, staffing management plan, conflict management and team building are to be taught.

Communication Management

- ◇ To ensure timely and appropriate generation, collection, dissemination, storage and ultimate disposition of project information through communication planning, information distribution, performance reporting and administrative closure.

Risk Management

- ◇ To learn about risk management planning, risk identification, qualitative risk analysis, quantitative risk analysis, risk response planning, and risk monitoring and control. Sensitivity analysis, expected monetary value, decision tree analysis and Monte Carlo analysis are introduced.