

**交大 PMP 暨經營管理人才培訓班【第二十五屆】課程時間表**

<b>PART I : THE REVIEW OF PROJECT MANAGEMENT KNOWLEDGE AREAS</b>	
<b>12/20 (八小時)</b> 講師	<b>THE PROJECT MANAGEMENT FRAMEWORK</b> <ul style="list-style-type: none"> <li>• Definitions of Project &amp; Project Management</li> <li>• Project Management vs. General Management</li> <li>• Structure of the PMBOKR Guide</li> <li>• Areas of Expertise</li> <li>• Project management context</li> <li>• The project life cycle</li> <li>• Project stakeholders</li> <li>• Organizational influences</li> </ul>
	<b>STANDARD FOR PROJECT MANAGEMENT</b> <ul style="list-style-type: none"> <li>• Project Management Processes</li> <li>• Project Management Process Groups</li> <li>• Process Interactions</li> <li>• Project Management Process Mapping</li> </ul>
	<b>PROJECT INTEGRATION MANAGEMENT</b> <ul style="list-style-type: none"> <li>• Develop Project Charter</li> <li>• Develop Preliminary Project Scope Statement</li> <li>• Develop Project Management Plan</li> <li>• Direct and Manage Project Execution</li> <li>• Monitor &amp; Control Project Work</li> <li>• Integrated Change Control</li> <li>• Close project</li> </ul>
	(六小時)
<b>12/21</b>	哈佛個案管理 知識經濟時代的領導策略
<b>12/28 (七小時)</b> 講師	<b>PROJECT SCOPE MANAGEMENT</b> <ul style="list-style-type: none"> <li>• Scope Planning</li> <li>• Scope Definition</li> <li>• Create WBS</li> <li>• Scope Verification</li> <li>• Scope Control</li> </ul>
	<b>PROJECT TIME MANAGEMENT</b> <ul style="list-style-type: none"> <li>• Activity Definition</li> <li>• Activity Sequencing</li> <li>• Activity Resource Estimating</li> <li>• Activity Duration Estimating</li> <li>• Schedule Development</li> <li>• Schedule Control</li> </ul>
	<b>PROJECT COST MANAGEMENT</b> <ul style="list-style-type: none"> <li>• Cost Estimating</li> <li>• Cost Budgeting</li> </ul>
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	<ul style="list-style-type: none"> <li>• Cost Control</li> </ul>
	<b>PROJECT QUALITY MANAGEMENT</b>
	<ul style="list-style-type: none"> <li>• Quality Planning</li> <li>• Perform Quality Assurance</li> <li>• Perform Quality Control</li> <li>• Responsibilities and Costs of Quality</li> </ul>
2009/01/04 (七小時) 曾明福 講師	<b>PROJECT HUMAN RESOURCE MANAGEMENT</b>
	<ul style="list-style-type: none"> <li>• Human Resource Planning</li> <li>• Acquire Project Team</li> <li>• Develop Project Team</li> <li>• Manage Project Team</li> </ul>
	<b>PROJECT COMMUNICATION MANAGEMENT</b>
	<ul style="list-style-type: none"> <li>• Communications Planning</li> <li>• Information Distribution</li> <li>• Performance Reporting</li> <li>• Manage Stakeholders</li> </ul>
	<b>PROJECT RISK MANAGEMENT</b>
	<ul style="list-style-type: none"> <li>• Risk management Planning</li> <li>• Risk Identification</li> <li>• Qualitative Risk Analysis</li> <li>• Quantitative Risk Analysis</li> <li>• Risk Response Planning</li> <li>• Risk Monitor and Control</li> </ul>
	<b>PROJECT PROCUREMENT MANAGEMENT</b>
	<ul style="list-style-type: none"> <li>• Plan Purchases and Acquisitions</li> <li>• Plan Contracting</li> <li>• Request Seller Responses</li> <li>• Select Sellers</li> <li>• Contract Administration</li> <li>• Contract Closure</li> </ul>
<b>PART II : PROJECT MANGEMENT PROCESS and PMP TEST OVERVIEW</b>	
2009/01/11 (七小時) 講師	<b>INTRODUCTION</b>
	<ul style="list-style-type: none"> <li>• PMP exam overview</li> <li>• PM processes matrix analysis</li> <li>• Types of questions</li> <li>• Sample questions practice &amp; discussion</li> </ul>
	<b>Initiating Process</b>
	<ul style="list-style-type: none"> <li>• Conduct Project Selection Methods</li> <li>• Define Preliminary Scope of the Project</li> <li>• Document Project Risks, Assumptions, and Constraints</li> <li>• Identify and Perform Stakeholder Analysis</li> <li>• Develop Project Charter</li> <li>• Obtain Project Charter Approval</li> </ul>

	<ul style="list-style-type: none"> <li>• 1st Practice Test and Problem Solver</li> </ul>
<p style="writing-mode: vertical-rl; text-orientation: upright;">2009/01/18 (七小時)</p> <p style="writing-mode: vertical-rl; text-orientation: upright;">講師</p>	<p><b>Planning Process</b></p>
	<ul style="list-style-type: none"> <li>• Define and Refine Record Requirements, Constraints and Assumptions</li> <li>• Create the WBS</li> <li>• Define the project performance baseline</li> <li>• Identify Project Team and Define Roles and Responsibilities</li> <li>• Identify Risks and Define Risk Strategies</li> <li>• Develop the project management plan</li> <li>• Obtain Plan Approval</li> <li>• Conduct Kick-off Meeting</li> <li>• 2st Practice Test and Problem Solver</li> </ul>
	<p><b>Executing Process</b></p>
	<ul style="list-style-type: none"> <li>• Execute Tasks Defined in Project Plan</li> <li>• Ensure Common Understanding and Set Expectations</li> <li>• Implement the Procurement of Project Resources</li> <li>• Manage Resource Allocation</li> <li>• Implement Quality Management Plan</li> <li>• Implement Approved Changes</li> <li>• Implement Approved Actions and Workarounds</li> <li>• Improve Team Performance</li> <li>• 3st Practice Test and Problem Solver</li> </ul>
	<p><b>Controlling Process</b></p>
	<ul style="list-style-type: none"> <li>• Measure Project Performance</li> <li>• Verify and Manage Changes to the Project</li> <li>• Ensure Project Deliverables Conform to Quality Standards</li> <li>• Monitor all Risks</li> <li>• 4st Practice Test and Problem Solver</li> </ul>
	<p><b>Closing Process</b></p>
	<ul style="list-style-type: none"> <li>• Formalize Final Acceptance for the Project</li> <li>• Obtain Financial, Legal, and Administrative Closure</li> <li>• Release Project Resources</li> <li>• Identify, Document and Communicate Lessons Learned</li> <li>• Create and Distribute Final Project Report</li> <li>• Archive and Retain Project Records</li> <li>• Measure Customer Satisfaction</li> <li>• 5st Practice Test and Problem Solver</li> </ul>
	<p><b>Professional Responsibility</b></p>
	<ul style="list-style-type: none"> <li>• Ensure Individual Integrity</li> <li>• Contribute to the Project Management Knowledge Base</li> <li>• Enhance Personal Professional Competence</li> <li>• Promote Interaction Among Stakeholders</li> <li>• 6st Practice Test and Problem Solver</li> </ul>
<p><b>FINAL REVIEW</b></p>	
<ul style="list-style-type: none"> <li>• The Matrix Game</li> <li>• Common Technique</li> </ul>	

	<ul style="list-style-type: none"> <li>• What to be done in the next 3 months</li> <li>• One Day before the exam</li> <li>• During the exam</li> <li>• Q&amp;A</li> </ul>
<b>PART III：分組/自行研讀及考前輔導</b>	
1.	每班於開訓後即分成若干小組(5~6位學員)，各小組自行推選出小組長一名，負責協助管理該小組之互動研習、進度與彙集該小組問題。
2.	本公司將針對各班指派授課講師一名擔任該班輔導老師，並於課後分3次(每次兩小時)以面授方式解答問題及輔導該班學員之考前準備與課程總復習。
3.	將PMP認證測驗考前衝刺視為一個三個月專案，並以Part I & Part II課程結束的次日為本專案啟始日。