



## I manage my project! (LEAS2421)

### Introduction

A project is temporary in that it has a defined beginning and end in time, and therefore defined scope and resources. And a project is unique in that it is not a routine operation, but a specific set of operations designed to accomplish a singular goal. So, a project team often includes people who don't usually work together – sometimes from different organisations and across multiple geographies. Project Management, then, is the application of knowledge, skills, tools, and techniques to project activities to meet the project requirements.

In this programme, we aim at providing experiential learning opportunities through personal, orienteering and group challenges to:

1. introduce the concepts, approaches, models and tools of project management regarding various leadership situations;
2. facilitate students to lead/ participate in a project team in order to achieve group goals and meet project requirements;
3. allow students to execute the skills learnt to serve and contribute the local community and disadvantage groups.

### Programme Type / Level

Intermediate Course in Leadership ([Token-required](#))

### Instructor(s)

Ms LEUNG Ka-Wing, Alice and tutors of "Stewards Enrichment Practice"

### Pre-requisite

No special prerequisites are needed.

### Target Participants



- S3 to S6 HKAGE student members
- Class size: 40

### Medium of Instruction



Cantonese with Chinese handouts

### Certificate



**E-Certificate** will be awarded to participants who have:

- Attended **AT LEAST 6 sessions**; AND
- Participated in the project execution; AND
- Completed all the assignments with satisfactory performance

### Intended Learning Outcomes



Upon completion of the programme, participants should be able to:

1. Analyse and examine concepts, approaches, models and tools of project management;
2. Plan, organise and monitor a project as a leader/ teammate;
3. Build understanding of effective project management and leadership (which involves contribution from both the leader and the teammates);
4. Execute the skills learnt to serve and contribute to the local community and disadvantaged groups;
5. Build good relationship with fellow students with an encouraging, caring and trusting spirit.

## Screening



Please answer the screening question in the online application form.

\*The screening question is designed to help the applicant understand the course level and the course content. The question must be answered by the student applicant and it can only be attempted once. The answer cannot be changed once the application is submitted. Selection is based on students' performance in answering the question. Only students who can demonstrate motivation and the basic knowledge of project management in the screening question can be enrolled in the programme.

Application  
Deadline

**1<sup>st</sup> batch: 6 May 2019 12n.n**  
**2<sup>nd</sup> batch: 11 Jun 2019 12n.n**

Application Result  
Release Date

**1<sup>st</sup> batch: 17 May 2019**  
**2<sup>nd</sup> batch: 21 Jun 2019**

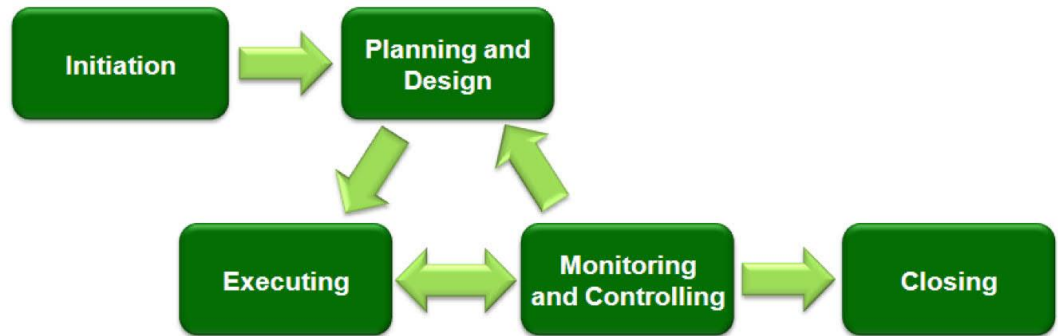
If student members withdraw from the programme after the Application Deadline, the token will be deducted.

LEADERSHIP

領導才能

Session	Date	Time	Activities	Venue
1	17 July	9:30 a.m. – 12:30 p.m.	<ul style="list-style-type: none"> <li>● Experiential group challenges</li> <li>● Lecture on basic elements of effective leadership, basic concepts of project management</li> </ul>	2/F Hall, 145 Hong Ning Road, Kwun Tong (Stewards)
2		1:30 p.m. – 4:30 p.m.	<ul style="list-style-type: none"> <li>● Skills and strategies for delegation and resources allocation</li> <li>● Project imitation</li> </ul>	
3	18 July	10:00 a.m. – 1:30 p.m.	<ul style="list-style-type: none"> <li>● Field visiting and sharing session by Human Resources Manager of Go Inside Kitchen</li> </ul>	Go Inside Kitchen (7/F, Fortune Metropolis, Hung Hom)
4		1:30 p.m. – 4:30 p.m. (including lunch)	<ul style="list-style-type: none"> <li>● Presentation on group project proposal</li> <li>● Peer evaluation and tutors' feedback</li> </ul>	2/F Hall, 145 Hong Ning Road, Kwun Tong (Stewards)
5	19 July	9:30 a.m. – 12:30 p.m.	<ul style="list-style-type: none"> <li>● Guest sharing and NGO work experience: NGO Manager of YOU Garden</li> </ul>	2/F Hall, 145 Hong Ning Road, Kwun Tong (Stewards)
6		1:30 p.m. – 4:30 p.m.	<ul style="list-style-type: none"> <li>● Presentation on group project proposal</li> <li>● Peer evaluation and tutors' feedback</li> </ul>	2/F Hall, 145 Hong Ning Road, Kwun Tong (Stewards)
7	24 OR 25 July	3 hours for each group in AM or PM session (date and time depends on the availability of service targets, will be discussed with students in the 1 <sup>st</sup> session)	<ul style="list-style-type: none"> <li>● Project execution to SEN children and primary students</li> </ul>	27 F, 27/F, Legend Tower, 7 Shing Yip Street, Kwun Tong (Stewards Enrichment Practice)
8	26 July	9:30 a.m. to 12:30 p.m.	<ul style="list-style-type: none"> <li>● Final presentation on the project presentation, peer evaluation, reflective journal, self-assessment, appreciation activities and tutors' feedback</li> </ul>	2/F Hall, 145 Hong Ning Road, Kwun Tong (Stewards)

## 5 Phases of Project Management



Sample Examples  
for  
the  
Programme

## 5 Phases of Project Management

1. **初始 (Initiating)**：確定並核準項目或項目階段
2. **規劃設計 (Planning)**：確定和細化目標，為實現項目目標和完成項目要解決的問題範圍而規劃必要的行動路線
3. **執行 (Executing)**：協調人與其他資源以實施項目管理計劃
4. **監督與控制 (Monitoring and Controlling)**：定期測量並監控績效情況，發現偏離項目之處，以採取糾正措施來實現項目的目標
5. **完工或結案 (Closing)**：正式驗收產品、服務或成果，並有條不紊地結束項目或項目階段。

