

MERCER COLLEGE 美世学院

人力资源专业人员 项目管理

除了日常性事务，如今的人力资源专业人员越来越多地参与到公司的战略项目中。这些项目中有些是一次性的，有些是每年都需实施的重复性项目。

战略项目是复杂的，它们通常会涉及到多位决策者。实施者需要具备的不仅仅是较高的专业技能，还需要良好的项目管理能力，这样才能在既定的时间和预算内成功地实施项目。

美世为期一天的“人力资源专业人员项目管理”公开研讨会正是为提高人力资源专业人员项目管理能力而设计的。

课程概述

该公开研讨会首先将介绍一些项目的核心概念和工具，包括：美世项目管理模型，范围管理，进度管理，风险和问题管理及资源管理，同时也会讨论如何在多元文化环境中管理项目，如何管理多位决策者，以及基本的变革管理。为了帮助学员更好地掌握项目管理技能，研讨会中我们还会分享相关的工具和案例。

教学内容

项目管理要点：核心概念和工具

- 什么是项目管理以及其重要性
- 美世项目管理模型
- 项目的核心概念

深入探讨：范围管理

- 范围管理的介绍
- 用工作分解结构图（WBS）分析项目范围
- 用范围图明确项目范围

深入探讨：进度管理

- 将工作分解结构图转换为项目进度表
- 甘特图和关键路径
- 进度管理中的常见错误

研讨会信息

时间：
2014年9月19日

地点：
上海

费用：
RMB 5,800（未含6%增值税）

深入探讨：风险和问题管理

- 主动性vs.被动性风险/问题管理
- 使用风险/问题日志
- 常见风险/问题的解决方法

其他

- 多元文化中的项目管理
- 利益决策者管理
- 变革管理—Kotter变革模型

学员收获

- 更加清晰地认识成功项目管理的核心概念
- 通过案例研究和实例理解项目管理中常见的错误和缺陷
- 加深对人力资源项目管理的三个核心要素的理解：范围管理，进度管理和风险/问题管理
- 学习美世的理论框架和工具并应用于学员的日常工作

学员对象

该公开研讨会适合于人力资源经理，人力资源业务伙伴和其他需要参与内部项目管理的人力资源专业人员。

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更多详情

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或者联系相关人员。

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MERCER COLLEGE

PROJECT MANAGEMENT FOR HR PROFESSIONALS

Apart from their day-to-day activities, HR professionals are increasingly involved in strategic projects. Some of these projects are one-off initiatives; others are recurring projects to be done every year.

These strategic projects can be very complex. They typically involve a diverse set of stakeholders and require more than just good technical skills. HR professionals need to possess good project management skills to successfully manage them. They need to equip themselves with additional capabilities in order to deliver the desired project results on time and within budget.

Mercer's one-day workshop *Project Management for HR Professionals* is specially designed to upgrade HR professionals with such capabilities.

PROGRAM OVERVIEW

This one-day workshop will start from introducing some key concepts and tools of project management, including the Mercer Project Management (PM) Model, scope management, schedule management, risk and issue management, or resource management. We will also touch on managing projects in a multi-cultural environment, managing multiple stakeholders and the basics of change management. Tools and case studies will be also shared to help participants better master project management skills.

TOPICS COVERED

Project Management Essentials: Key Concepts and Tools

- What is project management and why it matters.
- The Mercer PM Model.
- Key concepts in project management.

Deep Dive: Scope Management

- Introduction to scope management.
- Analyzing scope using the work breakdown structure (WBS).
- Specifying scope using the scoping diagram.

Deep Dive: Schedule Management

- Flattening the WBS into a project schedule.
- Gantt chart and critical path.
- Common mistakes in schedule management.

PROGRAM DETAILS

Date:
September 19, 2014

Location:
Shanghai

Fees:
RMB 5,800 (6% VAT excluded)

Deep Dive: Risks and Issues Management

- Proactive vs. reactive risks/issues management.
- Use of a risk/issue log.
- Common risk/issue mitigation approaches.

Extra Topics

- Project management in a multicultural environment.
- Stakeholder management.
- Change management — the Kotter Change Model.

BENEFITS TO PARTICIPANTS

- Gain a clearer view on the key concepts in successful project management.
- Understand the common mistakes and pitfalls in project management through case studies and examples.
- Develop a deeper understanding of scope management, schedule management, and risk/issue management – the three most critical elements in managing HR projects.
- Learn to apply Mercer's framework and tools in your daily work.

TARGET PARTICIPANTS

This workshop is suitable for HR Managers, HRBP, and other HR professionals who are involved in or need to manage internal projects.

PROGRAM DETAILS

Date:
September 19, 2014

Location:
Shanghai

Fees:
RMB 5,800 (6% VAT excluded)

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