

# An Indispensable Knowledge and Recognition for Leaders in the 21<sup>st</sup> Century – Certified Project Manager (CPM)

## What is CPM and Why?

Project Management is known as the basic knowledge and processes required to be mastered by nowadays leaders and managers. However, with the proliferation of different professional societies of Project Management, there are different published sets of PM standards yet almost all of them are lack of

1. Explanation of the local characteristics in Greater China region and business paradigm
2. Practical elements to apply instantaneously for day to day project management
3. Skills covering multiple project management

Certified Project Manager (CPM) offered by IAPPM is an international recognized certificate covering all necessary technical and soft skills, and **able to bridge the mentioned gaps by 23 core skill sets.**

Soft skills:
1. Brainstorming
2. Expectation alignment
3. Leading and managing changes
4. Handling office politics
5. Negotiation
■ In-house
■ External parties
6. Leadership vs. Follower ship
7. Team and Trust Building
8. Self performance assessment
9. Virtual team management
10. Requirement management
11. Type of disciplinary actions
12. How to handle cultural differences
13. Experience sharing of what is warning signals
14. When to pull the “Contingency” triggers

Technical skills:
15. Stakeholder Analysis
16. Problem Solving
17. Key metrics measurements
18. Local laws and regulations adaptation
19. Multiple projects management by means of PMO and Configuration Management
20. A standard cookbook for project in
■ Small-scale
■ Medium scale
■ Large scale
21. Contract management vs., local laws and customs
22. Constraints management
23. Benefits measurement and realization

## How to become a CPM?

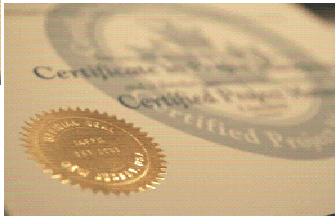
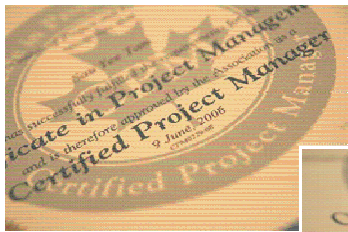
Eligibility Requirement	Description
1. Academic Background	Bachelor’s degree or above, or <b>Certified Project Professional (CPP)</b> ; AND
2. Project Management Experience	Minimum 4 years (48 months) non-overlapping project or program management experience during which 5,000 hours are involved leading and directing project tasks; AND
3. Education and Training	9 hours training from the designated IAPPM CPM Exam Preparation Course
4. CPM Examination	PASS (75% or above) in a 2-hour examination (100 Multiple Choice questions)
5. Professional Development Unit (PDU)	Minimum 30 PDU within certification period (3 years)

If you are individuals who are both knowledge and process focus, and acquire only one legitimate certificate covering both technical and soft skills in Project and Program Management,

***CPM is the best choice of certification for you!***

For further inquiry about our CPM certification program, please feel free to contact:

**Certification Department** by email to [certificate@iappm.org.hk](mailto:certificate@iappm.org.hk) or Visit our website at: <http://www.iappm.org.hk> for more information.



INTERNATIONAL ASSOCIATION OF PROJECT AND PROGRAM MANAGEMENT  
GREATER CHINA REGIONAL CHAPTER

*Bridging Where You Are To Where You Want To Be!*



**INTERNATIONAL ASSOCIATION OF PROJECT AND PROGRAM MANAGEMENT  
GREATER CHINA REGIONAL CHAPTER**  
Operated by International Project Management Limited  
國際項目及專案管理協會 (大中華區分會)

**Certified Project Manager (CPM) EXAM Preparation Course [1<sup>st</sup> intake]**

Please tick the boxes below while appropriate:

I would like to attend the Information Seminar

Date: 18 Mar 2008 (Tuesday), Time: 19:15\* - 21:00

Venue: Room 1A, 1/F, Coin Organize Centre,  
13 Pennington Street, Causeway Bay

<Please complete Section 1 ONLY & sign below>

**Deadline for Registration:**

- Information Seminar: 14 Mar, 2008 (Friday)

- CPM Exam Prep Course: April 5, 2008 (Friday)

I would like to enroll for the Exam Preparation Course

Date: 11, 18, 25 Apr 2008, Friday, Time: 19:00\* - 22:00 (9 hours)

Venue: Room 3B, 3/F, Coin Organize Centre,  
13 Pennington Street, Causeway Bay

<Please complete BOTH Section 1, 2 & sign below>

**Venue for Both Events: HK Travel & Tourism Training Centre, 1-3/F Coin Organize Centre, 13 Pennington St., Causeway Bay**

\* Registration will be started 15 minutes prior to the event, please bring your confirmation letter to our registration counter.

**Section 1: Basic Information**

Name: Mr./Miss/Ms./Mrs.# \_\_\_\_\_  
#Please delete as appropriate

Company / Organization: \_\_\_\_\_ Job Title: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Email: \_\_\_\_\_

**Education and Working Experience:**  
To let us prepare the training best fit for your needs, please kindly provide the following information  
Education Level: Please Specify: \_\_\_\_\_

**Working experience in Project Management or related area**

- More than 5 years       3 to 5 years  
 1 to 2 years           Less than 1 year

Have you taken any Project Management or related course before?

- Yes, Course Name: \_\_\_\_\_  
Course Provider: \_\_\_\_\_  
 No

From where you know about this course?

- Others: [Please specify: If referred by friends, please enlist your friend's name, and contact no.: \_\_\_\_\_]

**Section 2: 9-Hours Training Course Fee (Limited and Exclusive Offer)**

Regular: HK\$1,700

Special: HK\$1,500 (applicable to CPM or IAPPM Members only) CPM or Membership No. \_\_\_\_\_

**Full payment should be settled before the commencement of training.**

**Payment Methods (\*most preferred):** Send together with registration form by email\*\* or post^

\* Bank Transfer to our HSBC Account # 534 - 574116 - 838. Ref #: \_\_\_\_\_ Date: \_\_\_\_\_  
\*\* (Please scan the image of the bank-in slip)

Mailing Cross Cheque made payable to "IAPPM". Cheque #: \_\_\_\_\_ Bank: \_\_\_\_\_  
^ (Please mark at the back of the cheque your name and contact #)

PPS. Merchant code: 9534. Merchant Name: IAPPM - Greater China Chapter  
Ref #: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTES:** The personal data provided on this form will be used by IAPPM for processing your enrollment only.

I do not wish to receive additional valuable information from contracted third parties

Date \_\_\_\_\_ Signature \_\_\_\_\_

**Registration:**

Please send your completed application form (with payment details (if applicable)) either by (i) email to: [events@iappm.org.hk](mailto:events@iappm.org.hk) or (ii) simply fax to 3016 8159.

**Enquiries:**

Please visit us at <http://www.iappm.org.hk/eng/ABOUTUS/event.asp> for more details or contact Ms. Jacqueline Lo ([jacqueline.lo@iappm.org.hk](mailto:jacqueline.lo@iappm.org.hk)/ 67167928) or Ms Assunta So ([assunta.so@iappm.org.hk](mailto:assunta.so@iappm.org.hk) / 98138533).

**Important Notice**

**Registration**

- Applicants will be notified by email to confirm receipt of the Enrollment Form and Fee. An official receipt will be sent to you at the last session.
- Applicants are expected to attend the course at the place and time specified unless otherwise notified.
- Enrollments will be processed on a first-come first-serve basis upon full payment.
- IAPPM reserve the right to accept or reject the enrollment and offer on discount rate.

**Payment**

- All payments are NOT refundable. Participants can change to another class of the same course/seminar where seats are available should they cannot attend the enrolled session.

**Certificate**

- An attendance certificate will be issued to participants after the full training.

**Adverse Weather Arrangements**

1. If the local storm warning signal No. 8 or above, or the black rainstorm signal is hoisted at the following hours, classes will be postponed as follows:  
Signal hoisted by      Sessions / Periods suspended  
12:00 noon              Afternoon session (2:00 pm-6:00 pm)  
5:00 pm                  Evening session (7:00 pm-10:00 pm)
2. If the local storm warning signal No. 8 or above, or the black rainstorm signal is hoisted during the class period, all classes will be suspended immediately. When the black rainstorm signal is still in force, students are advised to take shelter in a safe place until the weather and traffic conditions improve.
3. If the local storm warning signal No. 8 is lowered before 12:00 noon in the case of the afternoon classes and before 5:00 pm in the case of the Evening classes, classes will meet as usual. The arrangement will be similar for rainstorm black warning.
4. If classes were suspended due to adverse weather as listed above, students will be notified of re-scheduled classes.