

PROJECT MANAGEMENT

Organised by ICVA/CIS Belgrade
22-23 March 2006, Hotel Park, Belgrade

As a project leader, you need to equip yourself with five key processes for effective project management to enable you to deliver a quality project on time and within budget. Implementing these processes in your day-to-day project management function will ensure you meet your deadlines and the expectations of your stakeholders. Be it a small or large scale project, one need to acquire skills and tools to demonstrate effective project management.

The training provides an overview of PM activities and deliverables for successful PM of be it small-scale of regional project. Also the theoretical definitions of the key terms and notions involved in project management, as well as its different aspects will be reviewed. The training will enable participants to clearly delineate key steps in project management and introduce main techniques available for project management cycle.

Project Managers will be provided with adequate Forms and Reference Information as a tool for effective and Results Oriented Project Management.

Who should attend?

This course is aimed specifically at persons with various experience in PM, those have had experience in managing projects or those who are getting ready to take up the challenge.

Giving the advanced level of the training, the preferable participants are already experienced Project Managers of organisations in the consistent management and delivery of small scale projects and/ or regional programmes.

However, other preferable participants such as Senior Executives, Program Managers, Managers/ Supervisors of Project Managers, other Project Team Members/ Staff will also be accepted.

Participants will be requested to complete the Pre-Training Questionnaire which will enable ICVA/CIS training team to adjust practical exercises and the work in small groups.

When will this workshop be useful? If you need to:

- Face all aspects of the PM cycle at the end or at the beginning of your Project
- Foster or enhance your Project Managerial Skills
- Assess, plan concrete steps in project implementation, monitoring and evaluation
- Understand the relationship between planning, monitoring and evaluation
- Help you analyse and propose your intervention within your ongoing Project rearrangement
- Come up with the ideas to help you plan a project

Methodology:

Participants will experience interactive, individual and group work through various combinations of exercises, role plays, and discussions. The trainers will facilitate the exchange of best project management practices within the group.

Training Design and Delivery: Milica Turnić and Vera Dragović, ICVA/CIS Trainers

Training Working Language: English

Training Duration: 2 days



TIMETABLE:

DAY 1:

09:00 – 09:30	Registration of participants
09:30 – 10:00	Definitions: Project, Program, Management, and Project vs. Programme Management Why Manage Projects?
10:00 – 10:30	The Role of a Project Manager Traditional Approach to Project Management
10:30 – 11:00	Refreshment Break
11:00 – 12:00	Project Cycle Phases
12:00 – 12:30	Project Vision, Goals, Indicators
12:30 – 13:30	Lunch
13:30 – 14:00	Planning a Project Project Documentation
14:00 – 15:00	Results Based Management (RBM)
15:00 – 15:30	Refreshment Break
15:30 – 16:30	Project Budget

DAY 2:

09:00 – 09:30	Preparation for Project Implementation
09:30 – 10:30	Resources Planning; Project Team; Action Plan
10:30 – 11:30	Refreshment Break
11:30 – 12:00	Project Implementation
12:00 – 12:30	Managing People (Project Team & other Stakeholders) Project Communications
12:30 – 13:30	Lunch
13:30 – 14:30	Managing the Project Change & Project Risks Monitoring & Control
14:30 – 15:00	Refreshment Break
15:00 – 16:00	Project Evaluation Project Closure or Phasing Out
16:30 – 17:00	Training Evaluation and certificates

