

How to effectively implement project

Overview

Success of a project largely depends on its implementation planning. Planning tools help in smooth execution of a project, continuous tracking of progress and readjusting the implementation approaches at any stage of the project to achieve the intended results.

Community World Service Asia is offering an extensive training on 'Project Planning' under the Project Management Package for humanitarian and development sector organizations.

This training provides you with a practical introduction to project planning, its conceptual understanding and real-world applications. It showcases how effective implementation planning adds value to your project outcomes and make them sustainable. You will develop, refine and sharpen your own project plans as per the requirements of specific donors and your organization.

Training Methodology

A participant-oriented approach is adopted in this training involving activity-based learning, facilitated self-learning, discussions and group work. Your own individual projects are on the foreground and each participant will be able to design implementation plans of their own projects.

Participants

This training is designed for mid-level managers with interest and prior experience in project planning and execution in development sector organizations. The participants are expected to have basic knowledge of project planning and management.

Learning Outcomes

Project Planning training is aimed at strengthening conceptual clarity on project planning tools and approaches including result-based PCM. Furthermore, the training will help project planners and implementers to practice innovative tools for project implementation planning and enhance their skills for effective and efficient utilization of time and resources.

This training will enable participants to :

- Design Performance Management Framework in relation to project LFA Plan and conduct Result-based monitoring and reporting
- Develop Work Breakdown Structure (WBS), Work Plan, Budget and Risk Register
- Plan and conduct Result-based monitoring and reporting
- Conduct gender sensitive planning and execution of projects

Program	
Day 01	<ul style="list-style-type: none"> - Introduction and Expectations - Basic concepts of PCM and RBM - Examining the link between LFA, Result Chain Logic and Project Planning
Day 02	<ul style="list-style-type: none"> - Creating work plans (Activity chart and timeline) - Understanding and developing WBS

4-Day Training on Project Planning

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Post-Training Coaching

This four days training is followed by an optional, free of cost technical support package to be designed as per participants requirements and help them enhance their skills in project planning.

Lead Trainer

Zeeshan Noel is a development professional and trainer with expertise in project/programme management, policy research and advocacy, and emergency response planning. He has studied Social Enterprise Management from Lahore University of Management Science (LUMS) and Political Science from Bahaudin Zakariya University, Multan. He has been working in the development sector for almost ten years, and led capacity building programmes for large scale donor projects and mid-level to national rights based organizations.

Training Information

Dates & Timings: 28-31 March, 2017, 09h – 17h

Venue: Mirpur Khas

Fee: 20,000 PKR

A **10%** early-bird discount will be given to the applications received before **March 15, 2017**. Scholarships up to 80% are available for women and participants from unrepresented groups.

The deadline for applications is **March 22, 2017**. Incomplete applications will not be entertained.

Payment of the training fee will confirm registration in the training.

Program (Continued)

Day 03	<ul style="list-style-type: none"> - Resource allocation and budgets - Understanding and developing PMF
Day 04	<ul style="list-style-type: none"> - Linking project planning to M&E and result based reporting - Analyzing risks and developing a risk register - Closing and Post- training assessment

Registration

Please fill in the online form given on the link below:

<https://docs.google.com/forms/d/13INLVuzRSOe14xmOY6Trdq-LjgNCicrBVZPfNFS6L8U/edit>

Cancellation/Postponement

Community World Service Asia reserves the right to cancel or postpone the event, if circumstances require. Registered participants will be informed with 100% fee refund. However, if the participant wishes to cancel the registration, he/she requires informing the organizers at least 10 days in advance or else the fee will not be refunded.

DISCLAIMER

Community World Service Asia shall not be made liable for any damage, loss, illness, injuries or death that may occur to or be caused by the participants during the courses or travel to and from the training venue.

For further details, please contact

Sadia Ishaq / Khurram Saeed

Rwp Office: 051- 5496532-4

Email: cip@communityworldservice.asia

Website: www.communityworldservice.asia