

**4-Day Training on**  
**Project Planning for**  
**Development Organizations**



**29 August-01 September, 2017**  
**Murree, Pakistan**

## **BACKGROUND**

The most important challenge development organizations faces today is the effective and comprehensive project planning and compliance with the requirements of donor agencies. It is observed that the organizations usually lack these skills or have very limited focus on this significant aspect of project management. Success of a project largely depends on the quality of its 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 required outputs.

Community World Service Asia is offering a four days training on 'Project Planning' for Project/Program Managers and Middle Management. This training will focus on enhancing capacities of participants on project planning, its tools and their application, and donor-specific planning approaches and frameworks. The four days training will be followed by an optional, free of cost technical support package.

## **OBJECTIVES OF THE TRAINING**

The overall objective of the training is to create a conceptual clarity and improve skills Project Planning in development projects/organizations. The training will help improve understanding and skills of the participants in developing and executing efficient project plans and refine and readjust project inputs in the light of continuous monitoring and reporting.

The specific objectives of the training are as follows:

- To improve skills of developing Work Breakdown Structure (WBS), Work Plan, Budget and Risk Register
- To improve understanding on Logical Framework Analysis (LFA) and Performance Management Framework
- To improve skills to plan and conduct Result-based reporting and M&E
- To enhance knowledge to incorporate gender aspect in all stages of project planning and execution

## **LANGUAGE**

Proficiency in Urdu & English is desirable to comprehend some technical terminologies; however, the medium of instruction will be Urdu.

## **AUDIENCE**

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

## **FACILITATOR**

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 associated with development agencies, rights bodies, NGOs, and the public sector. He has led capacity building programmes for large scale donor projects and mid-level to national rights based organizations. As a facilitator he believes in exploring and excelling the potential of the trainees and provides them the opportunity to improve their knowledge and skills in an interactive and engaging environment.

## **METHODOLOGY**

The participatory approach will be adopted in the training wherein the participants will obtain the opportunity to raise questions and provide their inputs during the sessions. Plenary sessions, individual readings, group discussions, group presentations, role plays, energizers, power point presentations, video clips will be part of the training proceedings.

## **TRAINING DATES**

August 29 to 01 September, 2017  
(09.00am – 05.00pm)

## **VENUE**

Murree Punjab (More details will be provided to confirmed participants)

## **REGISTRATION FEES**

A registration fee of RS. 20,000/- is required, which covers the cost of food and accommodation for each participant. Furthermore, an early-bird discount of 20% will be given to applications received before the August 15, 2017, whereas the final deadline for applications is August 25, 2017. The organizations sending in their employees as participants are responsible to cover all travel costs. Payment of the training fee will confirm the registration. Please be assured that incomplete applications will not be entertained.

## **HOW TO APPLY**

Kindly fill application form online on:

[https://docs.google.com/forms/d/13INLVu\\_zRSOe14xmOY6Trdq-LjgNCicrBVZPfNFS6L8U/edit](https://docs.google.com/forms/d/13INLVu_zRSOe14xmOY6Trdq-LjgNCicrBVZPfNFS6L8U/edit)

and sent it to Ms. Lubna Bashir [lubna.bashir@communityworldservice.asia](mailto:lubna.bashir@communityworldservice.asia), [cip@communityworldservice.asia](mailto:cip@communityworldservice.asia) by August 20, 2017 . Applicants will be notified if their participation is confirmed on August 20th, 2017. Please make sure you include contact information (postal address, email or phone number) for further communication.

## **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 Community World Service Asia office at least one week in advance or else the fee will not be refunded.

## TRAINING CONTENTS

You will be expected to participate fully throughout the course, which will cover the following list of topics:

4-DAY TRAINING TOPIC	
Day 01	<ul style="list-style-type: none"> <li>- Introduction and Expectations</li> <li>- Basic concepts of PCM and RBM</li> <li>- Examining the link between LFA, Result Chain Logic and Project Planning</li> </ul>
Day 02	<ul style="list-style-type: none"> <li>- Creating work plans (Activity chart and timeline)</li> <li>- Understanding and developing WBS</li> </ul>
Day 03	<ul style="list-style-type: none"> <li>- Resource allocation and budgets</li> <li>- Understanding and developing PMF</li> </ul>
Day 04	<ul style="list-style-type: none"> <li>- Linking project planning to M&amp;E and result based reporting</li> <li>- Analyzing risks and developing a risk register</li> <li>- Closing and Post- training assessment</li> </ul>

## COMMUNITY WORLD SERVICE ASIA

Community World Service Asia has been present in the region since 1954 and is a registered organization with Governments and Networks. The organization comprises of a committed governing board and a diverse team. It works through a robust accountability framework and maintains strong relationships with communities and partners.

Our focus areas include: disaster management; education; health; livelihoods; peace and democracy; WASH; and quality and accountability. We engage in the self-implementation of projects, cooperation through partners, and the provision of capacity building trainings and resources at the national, regional and global levels.

## DISCLAIMER

Community World Service Asia will not be held liable for any damage, loss, illness, injuries, or death that may occur during the course of the training or travel to and from the training venue.

### FOR FURTHER DETAILS PLEASE CONTACT

Lubna Bashir | Nadia Riasat

Tel: 042-35865338-9 | Mobile: 0345-5000817

Email: [lubna.bashir@communityworldservice.asia](mailto:lubna.bashir@communityworldservice.asia)

\_\_\_\_\_cip@communityworldservice.asia