

4-Day Workshop on
Project Management
September 26-29, 2017-Murree



TRAINING OVERVIEW

Project Management is vital to the success of project while improving the quality of deliverables and tracking the progress. Organizations at local level often struggle to access and implement project management tools and processes in their organizational system. Completing projects within the set timeframe and budget is often a challenge.

The 4-day Project Management Training will build a solid foundation of project management knowledge that covers the entire project life cycle. It will further benefit participating organization to adopt project management tools and techniques. Participants will learn how to develop project plans, analyse the external factors along with proactive and responsive monitoring of implementation.

LANGUAGE

Proficiency in Urdu is required with a minimum understanding of English to comprehend some technical terminologies; however, the medium of instruction will be Urdu.

METHODOLOGY

Presentations, case studies, group activities, exercises and quiz.

Training Dates -

September 26-29, 2017
(09.00am – 05.00pm)

Venue -

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

Registration Fees –

The organizations are responsible to cover travel costs of their participants. A registration fee of RS. 10,000/- is required, and covers the cost of food and accommodation.

Scholarship Details -

Special Scholarships are available for those organization that send two or more females to attend the training.

Additional Details -

30% early-bird discount will be given to applications received by September 14, 2017, whereas the final deadline for applications is September 18, 2017. Please be assured that incomplete applications will not be entertained.

ABOUT THE RESOURCE PERSON



Mr. Naeem Iqbal is an action-oriented and result-focused professional with over 19 years experience in Program management/implementation/evaluation, mentoring, Management Consulting, PMO set up and management, coordination and administration of resources along with training & public speaking. He specialized in disaster management and emergency response. He has trained more than 1100 resources in different capacity building programs.

TRAINING CONTENTS

The confirmed participants will be expected to participate fully throughout the course, which will cover the following topics:

<ul style="list-style-type: none"> • Basic concepts, terminologies, tools, and techniques of project management. • Development of project charter for planning, implementing and budget controlling • Project scope management tool (Work Break Down) and Log Frame Approach (LFA) • Analysis of external factors and risk management improvement • Proactive and responsive monitoring evaluation and control including M &E plans, SMART indicators and change plans 	
Objectives	<p>By the end of training, participants will be able to:</p> <ul style="list-style-type: none"> • State the process areas of project management. • Use a step-by-step process to manage projects. • Apply best practices to plan a project. • Practice the key activities that must be managed to ensure project success. • Describe a number of techniques for completing projects on time, within the estimated budget, and delivering promised results. • Explain the characteristics of a project and its process deliverables and obtain a solid knowledge of process management.
Audience	<p>This 4-day training session is suitable for CSO and NGO workers of all levels, particularly from locally-based organizations with a small staff size.</p>

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.

In line with our commitments to quality and accountability, we are members of the Core Humanitarian Standard (CHS) Alliance and the Sphere Country Focal Point in Pakistan and the

Regional Partner in Asia for the Sphere Project. We are HAP certified and achieved the first Quality Mark from People in Aid. Our commitment and role enables us to collaborate with key partners on advocating, building capacity, and enhancing quality and accountability of humanitarian action throughout the region. Community World Service Asia is ISO 9001:2008 certified and has also received the USAID management standards certification. We have also been certified as a Gender Friendly Organization (GFO) in Pakistan.

We are members of the ACT Alliance, Asian Disaster Risk Reduction and Response Network (ADRRN), Active Learning Network for Accountability and Performance (ALNAP), Agency Coordination Body for Afghan Relief (ACBAR), the Global Network of Civil Society Organizations for Disaster Reduction (GNDR), International Council of Voluntary Agencies (ICVA), Pakistan Humanitarian Forum (PHF), the Rights of Expression, Assembly, Association and Thought (REAT) Network, Network for Empowered Aid Response (NEAR) and the START Network. We are signatories to the Red Cross/Red Crescent Code of Conduct for NGOs in Disaster Relief and also adhere to other policies including a Code of Conduct for Child Protection and the Minimum Economic Recovery Standards (MERS).

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

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