

Project Management, Participatory Planning, Monitoring & Evaluation Workshop

Designed for
Directors, Heads of Department, Project Managers and Top Managers.

Objectives

At the end of the course, participants should be able to:

1. Identify the various stages in project management and implications
2. List stakeholders in a given project
3. Discuss the scope and constraints in specified project management situations.
4. Analyse Project Risks
5. Monitor, Review and Evaluate projects
6. Integrate materials, financial and human resource issues in project management

Key Topics

1. Fundamentals of project management
2. The value of project management
3. Project planning
4. Project planning tools and resources
5. Initiating the project
6. Project stages and implications
7. Mapping the project scope
8. Project stakeholder Analysis
9. Project stakeholder responsibilities
10. Managing project Risks
11. Budgeting and financial Management in project management
12. Managing people in project management
13. Project monitoring and evaluation/project review
14. Participatory management
15. Materials procurement and management
16. Supplier evaluation
17. Project scope, constraints and Deliverables
18. Putting the project plan into action
19. Project completion
20. Project environmental impact Assessment
21. Team management for project managers
22. GANTT and PERT in Project Management

Course Fee

£3800 – the Fee covers tuition, course materials, conference bag, tea, snacks, and lunch for the seminar sessions only.

Course Date

September 17-20, 2013

Course Venue

Clarens, Switzerland

Course Methodology

Lectures, discussions, case studies and exercises. Audio-visual aids will be used to reinforce the training and learning methods.

Sponsors of the Programme

1. St Clements Private Swiss University
2. Abbey College in London
3. London Graduate School
4. Commonwealth University Belize
5. Institute of Management Specialist, UK

If you are interested please contact Professor Sir Dr. Tan Man Ho for further details.