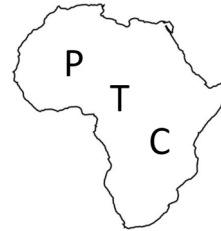


PROGRAMME CONTINUES..

1330 - 1500	HR Management
1500 - 1515	Refreshment Break
1515 - 1630	Team presentation briefing and preparation time will be included in this session and delegates may expect to work into the evening if necessary.
Day 3	
0800 - 1000	Morning quiz: revision for the previous day
	Communications Management
1000 - 1015	Refreshment Break
1015 - 1230	Risk Management Plan risk management Identify risks Perform qualitative risk analysis Perform quantitative risk analysis Plan risk responses
	Procurement Management Plan procurement management Conduct procurements Control procurements
1300 - 1400	Lunch Break
1400 - 1630	Project Visit Project Discussions
Day 4	
0800 - 1000	Morning quiz: revision for the previous day Stakeholder management
1000 - 1015	Refreshment Break
1015 - 1230	Integration Management
1230 - 1330	Lunch Break
1330 - 1500	Team presentation preparation time will be included in this session and delegates may expect to work into the evening if necessary.
1500 - 1515	Refreshment Break
1515 - 1600	Team presentation preparation
Day 5	
0800 - 1000	Morning quiz: revision for the previous day Team presentations delivery Part 1
1000 - 1015	Refreshment Break
1015 - 1300	Team presentations delivery Part 2 Personal action plan Workshop feedback Recognition of achievements Closing ceremony including team and individual photographs
	Closure
1300 - 1400	Lunch Break



The SADC-DFRC is a
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SADC-DFRC

Project Management



*Building Partnerships for
Economic Growth and Development*

15th - 19th February 2016

Landmark Hotel - Mbezi Beach

Dar es Salaam, TANZANIA

OBJECTIVE

The aim of the programme is to introduce participants to the theory and practice of project management as well as the elements of project management such as modern techniques of project planning and scheduling, project cost estimating and budgeting, resource planning, risk management and quality management.

SCOPE AND APPROACH

This is a practical program for practitioners to plan, execute, monitor and control projects using modern project management techniques with computer applications. Participants will learn concepts of project, different project organizational structures, project scheduling, resource allocation, risk analysis, quality assurance and project control techniques.

Participants will also learn about project management basic concepts, project management tools and techniques, the role of the project management office, the relationship between project, program and portfolio management and project management maturity.

METHODOLOGY

The methodology will be highly participatory combining Lecturers with group discussions and classroom interaction. The Programme will draw its resource persons from experts and practitioners in project management from the region's institutions, including the Development Finance Institutions.

FACILITATOR

Dr. Peter Tobin has extensive experience in the Project Management field as a practitioner, consultant, researcher, conference speaker, educator, and coach. He has delivered numerous Project Management workshops to clients across the Southern Africa region including in Botswana, Namibia, South Africa (SA), Zambia and Zimbabwe. His work in the Project Management field has been funded by the European Union (in South Africa and Botswana) and the World Bank (in Zambia). Following nineteen years working with IBM on two continents, he was an academic for thirteen years at three of SA's leading business schools and has extensive experience in designing and facilitating learning interventions at all levels of expertise, for groups both large and small.

PROGRAMME

Day 1	
0800 - 1000	Registration Workshop Introduction Welcome and introduction Workshop objectives
	Project Management Introduction What is a Project? What is Project Management (PM)? What areas of expertise do I need for PM? Group Picture
1000 - 1015	Refreshments break
1015 - 1230	Project Life Cycle What is the Project Life Cycle (PLC)? How do I use the PLC on my Projects? Is the PLC the same on all my Projects? What role do stakeholders play in the PLC? Feasibility study What is a Pre-feasibility study? Key issues for a Pre-feasibility study What is a Feasibility study? Key issues for a Feasibility study Practical example applied to DFI's
1230 - 1330	Lunch Break
1330 - 1430	Hands-on session: learning how to use Project Libre scheduling software (this is needed for the following content topics)
1430 - 1445	Refreshment Break
1415 - 1630	Scope Management Plan Scope Management Collect requirements Define scope Create WBS Validate scope Control scope Scope Management exercise Time Management
Day 2	
0800 - 1000	Morning quiz: revision for the previous day Cost Management Plan Cost Management Estimate costs Determine budget Control costs Cost Management exercise
1000 - 1015	Refreshment Break
1015 - 1230	Quality Management Plan quality management Perform quality assurance Control quality Quality Management exercise
1230 - 1330	Lunch Break