

Course syllabus –Seminar & workshop to master “Project Management Basics”

DAY 1

Session	Contents	Learning Style	Targeted skills
1 9:30-10:30	Project Management Basics ~ <i>Ice Break</i> “what is project management?” • Define “Project” • Define “Management” • Overview of 9 Project Management Knowledge Areas Chap 1. Project Integration Management Project Management workshop (a case study) • exercise of Project Identification (SWOT analysis of each local office)	Discussion Lecture Group exercises	acquire basic knowledge SWOT Analysis office’s strategy
11:00-11:15	Break!		
2 11:15-12:30	Project Management workshop (to be continued) Project Charter Chap 2. Scope Management exercises	Group exercises Lecture	WBS Scheduling
12:30-13:30	Lunch Time		
3 13:30-14:30	Chap 3. Time management	Group exercises Lecture	cost estimating, budgeting cost control
14:30-14:45	Break!		
4 15:00-17:30	Chap 4. Cost Management	Lecture Group exercises	cost estimating, budgeting cost planning

Course syllabus DAY2 -Seminar & workshop to master "Project Management Basics"

DAY2

Session	Contents	Learning Style	Targeted skills
1 9:30-10:30	Chap 5. Project Quality Management <i>Defining "Value" to your beneficiaries</i> Analysis of your stakeholder, needs	Discussion Lecture	acquire basic knowledge
11:00-11:15	Break!		
2 11:15-12:30	Chap 6-7. Human Resource Management /Communication management Incentive mechanism, line of order Communication management -communication channels analysis, rewards/recognition, communication planning	Lecture Group discussions Plenary discussions	acquire basic knowledge Human resource planning Critical thinking Idea generation
12:30-13:30	Lunch Time		
3 13:30-16:00	Chap 8 Project Risk Management 1)identification of your risk 2) Prioritizing your risk 3) Risk control plan	Group exercises Lecture	Risk Analysis and Risk control
16:00-16:10	Break!		
4 16:10-17:30	Chap 9 Project Procurement Management Project Evaluation → Project Closure (accountability)	Lecture Group exercises Discussions	Contract management

Session	Time	Contents	Learning Style	Targeted skills
1	9:30-11:00	Managing a NGO What is expected to be the "manager" of NGOs? - setting up Mission/Goal - HRM - Marketing/Fund raising/ - communication management - knowledge management - project management	Lecture Case Study Workshop	
	10:30-10:45	Break!		
2	10:45-12:40	"REALITY" Sharing workshop Brainstorming : What are our current problems? (15 min) presentation by Headquarters office team(10 min) presentation by each local office (10 min × 6 each)	workshop	Action Planning
	12:40-13:40	Lunch Time		
3	13:40-15:00	"Common Goal" setting workshop	workshop	Action Planning
	15:00-15:30	Have a good tea/ coffee !		
4	15:30-17:30	Action Planning workshop Course evaluation	workshop Presenting Action Plan summarizing Action Plan	Action Planning