

TRAINING COURSE ON PROJECT MANAGEMENT

1. COURSE INFORMATION

Time : 24 – 27/10/2012

Morning: 08h00 – 11h30; Afternoon: 13h30 – 17h00

Venue: Ton Duc Thang University

**98 Ngo Tat To St., Ward 19, Binh Thanh Dist.,
HCMC**

Language: Vietnamese

Trainer: Dr. Le Dai Tri

2. TRAINING FEE

410,000 VND/ day (Including: documents, study equipments; tea-break).

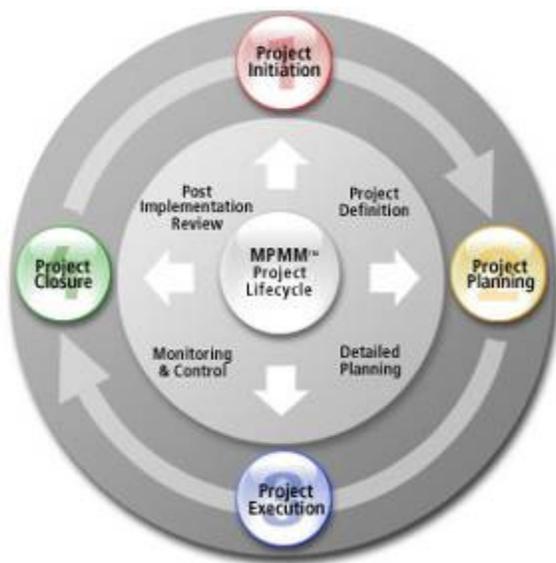
Certificate of completion fee: **150,000 VND**

Local social staff will be discount 20% tuition (excluding certificate).

3. AIMS AND OBJECTIVES

After the training course, participants will be able to:

- Describe basic definitions including: project cycle management, based-on result management. Listing managerial functions and project management tasks.
- Build project strategic plan and implement plan on logical frame.
- Describe essential principles in implementing project.
- Develop monitoring plan– evaluatie and use tools for collecting information to monitor and evaluate the project.



FOR ENQUIRIES AND REGISTRATION, PLEASE CONTACT:

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Deadline for registration: 17/10/2012

4. CONTENTS

Day 1 (24/10/2012)	Day 2 (25/10/2012)
<ul style="list-style-type: none"> • Module 1: Basic definitions • What is project? Project stages • Cycling project management, managing based on result definitions • Project management's functions • Project manager's tasks • Module 2: Project development (Planning) • Planning function – Kinds of plan • Strategic plan development process and definition • Problem analysis: problem tree and causal relationship • Objective trees and objective – method relationship • Building aims, objectives and output results • Describing input activities 	<ul style="list-style-type: none"> • Indicator definition in project management • Kinds of indicator • Building indicator for logical frame's indicators • Indicator checking means • Building assumptions • <i>Describe intervention strategies based on vertical and horizontal logical axis of logical frame</i> • Steps of implement project planning • System tools analyzing tasks
Day 3 (26/10/2012)	Day 4 (27/10/2012)
<ul style="list-style-type: none"> • Implement planning: Analyzing logical frame task system • Module 3: Make a project reach the objective • Project team: team characteristics and team working principles • Division and authorization • Using job discription • Time management – Time traps • Using Gantt chart for timing task management 	<ul style="list-style-type: none"> • Module 4: Monitoring and evaluating • Project monitoring and evaluating definitions • Indicators – based project monitor and evaluation planning • Tools of information collecting used for mornitoring and evaluating project • Test • Course evaluation

5. TRAINER INFORMATION: Dr. LE DAI TRI

- He graduated M.D from Medical and Pharmaceutical University of Ho Chi Minh City. In 1994, he studied on Initial Health Care Management held by WHO in Manila and then in 1998, he participated in the International Training in Community Development and Community Organizations in Asian Health Institute, Nagoya, Japan.
- Mr. Tri has over 20 years project management experience working in a variety of areas including Project Assessment, Project Management, Project Monitoring and Evaluation, Participatory Project Planning, Communication Strategies, Strategic planning...
- His practical experience comes from working with community-based projects and advising INGOs.
- Mr. Tri is known to many for his active and exciting teaching style, and especially for his drawings, and funny and meaningful stories. His easy-going demeanour makes him a favourite teacher to all.