MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

MAURITIUS

07 July 2010

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 33 of 2010
E/97/2/05

From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c Ministries/Departments

Training Programme on Project Management

This Ministry is proposing to mount and organize a three-day training programme for public officers who are called upon to manage, monitor and implement projects. The training sessions will be held for around 100 officers grouped in 3 batches, as from the first week of August 2010 at the Lecture Room, 6th Floor, Fooks House, Bourbon Street, Port Louis.

2.   The training programme aims at:

- providing core knowledge on the fundamentals of project management
- describing executive involvement and critical success factors to obtain optimum results from projects; and
- developing skills by being pratical and interactive in how different types of projects are planned, estimated, monitored and evaluated.

3.   A copy of the course content is at Annex 1.

4.   In this context, Supervising Officers of Ministries/Departments are invited to submit in order of priority as per pro-forma at Annex 2, the names of **officers who in the exercise of their duties are/would be involved in project management.** The proposed nominations should reach the Ministry of Civil Service and Administrative Reforms, Human Resource Development Division, 4th Floor, Atom House, Royal Street, Port Louis, at latest by **Monday 19 July 2010.**

5.   I rely on your usual collaboration and support to help us in our capacity building initiative and to further the development of our human resources in the public sector.

(S.Seebaluck)
Senior Chief Executive

Copy to: *Secretary to Cabinet and Head of the Civil Service*

Human Resource Development Division, 4th Floor, ATOM House, Royal Street, Port Louis, Republic of Mauritius

Time	Activity
08 45 – 09 00 hrs	**REGISTRATION OF PARTICIPANTS**
09 00 – 10 30 hrs	**PROJECT FORMULATION** • Role of projects in strategy planning • Project management as an integrative approach • Integration of projects to the strategic plan • Effective organisational priority system • Defining project scope
10 30 – 10 45 hrs	*Tea Break*
10 45 – 12 15 hrs	**PROJECT FORMULATION (Contd)** • Common success and failure factors of projects • The triangle of project objectives • Project life cycle: the S curve • Case Study
12 15 – 13 00 hrs	*LUNCH*
13 00 – 14 15 hrs	**TOOLS OF PROJECT PLANNING AND MANAGEMENT** • Introduction and distinction between planning and scheduling • Gantt & Bar charts • Milestone definition and planning • Hierarchical breakdown of the Work Breakdown Structure (WBS) • Coding the WBS for information and accounting systems
14 15 – 14 30 hrs	*Tea Break*
14 30 – 16 00 hrs	**TOOLS OF PROJECT PLANNING AND MANAGEMENT (Contd)** • Different network notation systems • Activity on nodes convention • Network diagrams • Terminology in network diagrams • Activity-on-Node Network Forward Pass • Activity-on-Node Network Backward Pass • Float or slack • Calculation of the Critical path

Day Two

09 00 – 10 30 hrs	**PROJECT APPRAISAL AND PROJECT DEFINITION REPORT** • Project screening and its rationale • Criteria, process and matrix of project screening • An integrated model of project management • Qualitative and quantitative appraisal methods • Defining a project for financial appraisal • Project funding
10 30 – 10 45 hrs	*TEA BREAK*
10 45 – 12 15 hrs	**PROJECT APPRAISAL AND PROJECT DEFINITION REPORT (Contd)** • Guide to successful project management • Avoiding project pitfalls • Organising projects: What and How • The 7 S framework: Structure, Strategy, Systems, Skills, Style, Staff and shared values • Project execution and evaluation • Project closure: Project manager's obligations and project closure risks • Risks Management in Projects: Definition, indentification, risk categories • Risk Management Methods • Contingency planning • Effective project risk management strategy
12 15 – 13 00 hrs	*LUNCH*
13 00 – 14 15 hrs	**PUBLIC PROCUREMENT** • Procurement methodologies • Request for proposals • Provisions of the Central Procurement Board Act
14 15 – 14 30 hrs	*TEA BREAK*
14 30 – 16 00 hrs	**PUBLIC PROCUREMENT (Cont)** • Best value for money • Conditions of contracts for Government Projects: terms of contract, liabilities and damages • Role of the Ministry of Public Infrastructure • Case Study •

Day Three

Time	Topic
09 00 – 10 30 hrs	**PROJECT RESOURCE ALLOCATION** • Cost estimates • Top down versus bottom up estimates • Estimating costs and developing budgets • Estimating accuracy ranges • Estimating guidelines for time, costs and resources
10 30 – 10 45 hrs	*TEA BREAK*
10 45 – 12 15 hrs	**PROJECT RESOURCE ALLOCATION (Contd)** • Estimates for material and equipment costs • Scheduling resources • Types of project constraints • Kinds of resource constraints • Case Study
12 15 – 13 00 hrs	*LUNCH*
13 00 – 14 15 hrs	**PROGRESS AND MONITORING OF PROJECTS** • Cost Management • Cost/Schedule graph • Project cost summary report • Milestone analysis • Financial control • Six principles for controlling projects
14 15 – 14 30 hrs	*TEA BREAK*
14 30 – 15 45 hrs	**PROGRESS AND MONITORING OF PROJECTS (Contd)** • Rationale for reducing project time • Project time reduction procedure • Constructing a project cost – time graph • Bnefits of time compression or time crashing • Post motem analysis (Auditing projects) • Case Study
15 45 hrs	**EVALUATION & AWARD OF CERTIFICATES**

Ministry of Civil Service and Administrative Reforms

Training Programme on Project Management

Ministry / Department : ....

Title	Surname	Other Name(s)	Date of birth	Designation	Contact Details (Telephone, Mobile, Fax, Email)

Approved and Submitted by:

Name: ....

Signature: ....

Date: ....