PROJECT MANAGEMENT TRAINING MODULE

Training Title : **PROGRAM/PROJECT MANAGEMENT TRAINING**

No. of Days/Hours : **3 days or 24 hours (extended hours maybe required considering that additional topic is included for the same duration)**

Rationale:

Regardless of the nature of the services provided, institutions such as social enterprises, NGOs, CBOs, POs, associations, co-operatives and other organizations are governed, run & managed by their officers, staff and/or owners. One of their major functions is to ensure that the organization's operation is managed effectively and efficiently based on its programs and projects.

As such, to be able to achieve an efficient program implementation and financially sustainable institutions, these organizations' key people must acquire the basic competencies/skills in program/project management, aside from skills and knowledge in financial recording and management.

Program management entails keen analytical and strategic skills for the program implementers. Failure to manage the program efficiently and effectively would result to losses on the part of the organization, both operationally and financially. The credibility and sustainability of organizations hinge on how they effectively manage their resources including their programs and projects as well their finances and personnel complement.

The course in Program Management covers the principles and competencies required of the program manager, understand its framework including common tools in program implementation, monitoring and evaluation and the components of a good program management plan.

Course Objectives

General Objectives

The 3-day training aimed to provide the participants, particularly the chairpersons/presidents, program and project managers and other key personnel involved the project operation of an organization. The 3-day course covers the concepts and elements of program management including tools and simple program management plan components;

Specific Objectives:

After the training, the participants will be able to:

✧ Define and understand program management including its purpose and benefits;

✧ Differentiate between program management and project management;

✧ Learn the different tools used in program management as guide in preparing the program management plan; and

✧ Understand the different components of program management plan and apply these by preparing a simple plan for the organization.

Topics/Session:

❖ <u>Introduction to Program/Project Management</u>

The topic on Program/project management talks about what program/project management is all about and its importance to CLOs operation. The session will enable the participants to understand the principles and concepts of project management and includes sub-topics as its:
   o Definition
   o Purpose
   o Key Elements

❖ <u>Program Management vs Project Management</u>

Program and project management have similarities in most aspects with little difference as to its scope and degree of implementation. Through this topic, the participants will be able to differentiate these small differences including programs versus project, and understand the roles and competencies of the program manage and the project manager.

❖ <u>The Program/Project Management Cycle</u>

This topic underscores the need for the participants to learn and understand the different stages of program/project management and analyze how could this be implemented in the organization. The following stages are discussed in detail under this major topic:
   o Initiation/Identification
   o Definition/Planning
   o Establishment/Installation
   o Management/Execution
   o Closure/Exit

❖ <u>Common Tools Used for Project Management</u>

There are different tools used in assessing the performance/situation of an organization. There are tools however that are too technical and complicated for simple organizations to use considering their nature of operation. This session tackles on the most common tolls used by these organizations with the same comprehensive result given sufficient time and knowledge in using these.

Understanding these tools would be easy for the participants to apply these in their respective organization. These common tools are:

- o SWOT Analysis
- o Cause and Effect Diagram

❖ <u>Risk Analysis</u>

Risks are always present everywhere. Most particularly organizations composed of varied people of different backgrounds, risks cannot be avoided and if not properly handled would lead to the destruction of organizations, relationships and even of the individual person. Identifying these risks and determining possible mitigating measures are the most proactive actions to be made in order to keep the organizations on the right track. This topic will help the participants to identify the different kinds of risks with emphasis on their organization as well risk management strategies through the preparation of a Risk Management Plan.

❖ <u>The Project/Program Management Plan</u>

This is the last topic under this training module. Learning from the different topics are incorporated through the preparation of the Project Management Plan for the organization. This topic will enable the participants to understand the components of the Program Management Plan and practice and familiarize with the components of program management plan. The output of the participants, which the project management plan of their organization will be further discussed and improved after the training and be used as guide of the organization in their project operation.

The above topics including the sub-topics are organized in sequential and programmatic manner so that the flow of understanding and learning of the participants would be smooth and optimized. Structured learning exercises (SLEs) and other exercises/workshops will be used in facilitating each topic, with minimal lectures and sufficient time allotted for discussion especially on sharing their experiences that would help in their learning process.

SESSION DESIGN:

This section details the training plan on how each topic/activity will be done/presented. Logistical needs for each topic are also provided for reference of the training team. This will also serve as guide of the facilitators during the actual conduct of the training in order for them not to get lost during the activity.

Date/ Time	Topic	Learning Objectives	Methodology	Logistics
Day 1				
8:30 to 9:00am (30 min)	**Registration**			❖ Attendance Sheet ❖ Pens ❖ IDs
9:00 - 10:15 (1 hour and 15 mins.)	Opening Remarks ❖ Introduction of pax and facis (*to highlight the organizations and their activities/ projects on HIV and others)* ❖ Expectation Check – Bus Exercise ❖ Training Orientation, course objectives ❖ Administrative and schedules ❖ Pre-Test	❖ Come-up and level off participants' expectations on the training. ❖ Orient the participants on the rationale, objectives of the activity. ❖ level up with administrative (case concerns (host teams, schedules ❖ measures pre-training knowledge about the course	❖ workshop / group work ❖ discussion ❖ grouping game/workshop ❖ Pre-test - individual work	❖ metacards ❖ manila paper ❖ pentel pens ❖ power point presentation ❖ laptop ❖ projector/LCD screen ❖ audio system ❖ Pre-Test Hand-out Powerpoint #1
		10:15 am – 10:30 am am Snacks		
10: 30– 12 am (1 hour and 30 mins)	Introduction to Program/Project Management ❖ Definition ❖ Purpose ❖ Key Elements	❖ Understand the principles and concepts of program management	Lecture/ discussion SLE: Word Association (words that can be association with PROJECT MANAGEMENT)	Powerpoint presentation Visual Aid for the SLE Powerpoint #2
		12:00 to 1:00 - noon break		
1:00 – 1:30pm	Afternoon Session		Games	Host Team
1:30 – 3:00pm (1 hr & 30 mins)	Program Management vs Project Management ❖ Difference between program management and project management ❖ Program vs Project ❖ Competencies of a Program/Project Manager	❖ Differentiate program management from project management ❖ Identify program from projects ❖ Understand the roles of program manager from project manager	SLE: Mix in Match Roles and Functions of Project and Program Manager Lecture/Discussion	Powerpoint Presentation Visual Aid for SLE Powerpoint #3

Date/ Time	Topic	Learning Objectives	Methodology	Logistics
		Identify competencies needed for a program manager		
	3:00 – 3:15 pm – Snack Break			
3:15 – 4:30 pm (1 hour and 15 mins)	The Program/Project Management Life Cycle ❖ Initiation/Identification ❖ Definition/Planning ❖ Establishment/Installation ❖ Management/Execution ❖ Closure/Exit *(Highlight the M & E in each stage)*	❖ Learn and understand the different stages of program management and analyze how could this be implemented in our organization	Lecture/discussion Q & A SLE: Group Workshop - Each organization will identify their project/activity and the processes they underwent (from start to finish)	Powerpoint presentation Manila paper Pentel Pens Masking Tapes Powerpoint #4
4:30 – 5:00 pm (30 mins)	❖ Day 1Session wrap-up ❖ Daily Evaluation	❖ Summarize the day's session ❖ Gather feedback	❖ Discussion ❖ Written\ or verbal feedbacking	❖ Daily Smiley Evaluation form
Day 2				
9:00 to 9:30am (30 mins)	PEC (Prayer, Energizer, Course Recap,	❖ Get ready for the day's session	❖ Prayer, Energizer, CNN (recap)	Host Team
9:30 – 10:30 pm (1 hr & 30 mins)	Common Tools Used for Project Management ❖ SWOT Analysis ❖ Cause and Effect Diagram	❖ Identify and understand the common tools used in program management and how these can be applied in our organization	❖ Lecture/ Discussion ❖ SLE: Workshop 4 groups to identify from among the 2 common tools (SWOT and Cause and Effect Diagram) in assessing their respective organization	❖ Powerpoint presentation ❖ Manila paper ❖ Pentel pens Powerpoint #5
10:00 –10:15 am Snacks (Working Break)				

Date/ Time	Topic	Learning Objectives	Methodology	Logistics
10:30 – 12:00 am (1 hour and 30 minutes)	❖ Group output presentation and critiquing on the common tools used for project management	❖ Apply learning on the common tools used ❖ Understand these tools and conduct objective assessment of the organizations	❖ Presentation of group outputs and give feedbacks on the presentation.	❖ Group output in powerpoint of manila paper
	12:00 – 1:00 pm – Lunch Break			
1:00 – 1:30 pm (30 mins)	❖ Afternoon Session		❖ Games	❖ Host Team
1:30 – 3:00pm (1 hr and 30 mins)	Risk Analysis	❖ Identify kinds of risks with emphasis on their organization ❖ Identify risk management strategies	Lecture/discussion SLE: Workshop Risk Assessment Matrix	Powerpoint Presentation Risk Assessment Matrix Powerpoint #6
	3:00 – 3:15pm – Snack Break			
3:15 – 4:30 pm (1 hr and 15 mins)	❖ Preparation of Simple Risk Management Plan	❖ Identify common organizational risk	❖ Group workshop and plenary presentation	❖ Group workshop outputs
4:30 – 5:00pm (30 mins)	❖ Day 2 Session Wrap-up ❖ Announcement	❖ Summarize day 2 session ❖ Provide feedback on the day's session	❖ Discussion	❖ Daily Smiley Evaluation form
	Day 3			
9:00 – 9:30 am (30 mins)	❖ Prayer, Energizer, Recap, Daily Evaluation	❖ Get ready for the day's session	❖ Prayer, games, creative recap	Host Team

Date/ Time	Topic	Learning Objectives	Methodology	Logistics
9:30 – 10:30am (60 mins)	The Project Management Plan	❖ Understand the components of the Program Management Plan	Lecture/Discussion Q & A	Powerpoint Presentation Powerpoint #7
10:00 – 10:15am – am Snacks (Working Break)				
10:30 – 12:00 am (1 hr and 30 mins)	Continuation of the Project Management Plan Discussion		Discussion	Powerpoint presentation Powerpoint #7
12:00 – 1:00 pm – Lunch Break				
1:00 – 1:30 pm	Afternoon Session		❖ Games	Host Team
1:30 – 3:00 pm (1 hr and 30 mins)	Preparation of Sample Project Management Plan and Plenary Presentation	❖ Practice and familiarize with the components of program management plan	❖ Workshop/organization ❖ Presentation ❖ Q & A	Simple Project Management Plan template
3:00 – 3:15 pm Snack Break				
3:15 – 3:45 pm (30 mins)	Program Management Session Synthesis Re-Entry Planning	❖ Get feedbacks from the participants regarding the session ❖ Wrap-up the program management session	❖ Lecture/Discussion ❖ Q & A	❖ Powerpoint presentation Powerpoint #8
3:45 to 4:00 pm (15 mins)	❖ Post-Test ❖ Course Evaluation	❖ Measures the knowledge gained from the training ❖ Gather written feedback from the course	❖ Individual seat work	❖ Post-Test Hand-out ❖ Final Course Evaluation form
4:00 to 4:30 pm (30 mins)	❖ Closing Activity	❖ Handing out of Certificate of Completion to participants		❖ Certificates

Date/ Time	Topic	Learning Objectives	Methodology	Logistics
		❖ Group photos		

Requirements/Profile of Target Participants:

Participants to the Project Management Training are BOD/BOT Chairpersons or Association Presidents, Executive Directors, Program/Project Managers of the CSOs/CLOs and other key officers and decision-makers that are involved in planning and program or project management operation.

At least four (4) members per CSO/CLO are required to attend the training so that there will be sufficient people per organization to share ideas and organizational practices. If possible five (5) CSOs/CLOs per training with 4 members each or a total of 20 participants per batch are the ideal number. This is to ensure that each participant/organization is given attention and learning is optimized.

Much as we require all participants to attend the whole training duration since the topics are compressed in 3 days only, but due to valid reasons, the participants are required at least 2 days or 16 hours in attendance. Commitment of participants to share their learning from the training to their respective organization shall be emphasized in the selection process.

The venue required for this type of training program is at least spacious enough for 30 people including participants and facilitators with sufficient open spaces for activities and facilities that are conducive for learning. For live-in sessions, the location of the training venue should be far enough from urban centers to minimize the goings in and out of the participants especially during sessions.

Requirements for the Training Facilitators/Team:

Facilitators to this training module should have sufficient working knowledge and experience in project management so that he/she will be able to efficiently impart relevant inputs theoretically and practically to the participants.

As training facilitators/team, the participants should have the following requirements and qualifications:

- Willing to be trained and learn training facilitation skills and knowledge.
- Right attitude of a facilitator, unbiased and objective in his/her treatment with the participants.
- Has the right mindset and attitude of a facilitator, meaning does not have the monopoly of knowledge but shares ideas and learning and even experiences to the participants.
- Good motivator and encourages participants to participate and learn.
- Use simple and easily understandable language and terms.
- Willing to work as a team and shares information and ideas for the whole team to learn. Good team player. Supports the whole team and works as one, not as an individual.

- Good listening and communication skills. Communicate clearly, audibly both in verbal and non-verbal manner.
- Good organizing skills and open to feedback and constructive criticisms.
- Flexible and ready to adjust based on situations.
- Creative abilities and knowledge to effectively impart ideas and knowledge to the participants.
- Does extra mile to continuously learn and enhance his/her knowledge on the subject matter assigned to him/her.

The training team needs to undergo a Training of Facilitators (ToF) in order to learn the basic principles of training organization and facilitation.

Logistical Needs:

Materials and other logistical needs per session for this training program are as follows:

1. Laptop and LCD projector
2. Public address system (microphone, amplifier, etc.)
3. Boards (whiteboard, blackboard, easel board, cork board)
4. Powerpoint presentation materials
5. Visual Aids
6. Hand-outs (set)   -   based on the number of participants
7. Final course evaluation forms   -   based on the number of participants
8. Office supplies:
   a. manila papers   -   20 pcs.
   b. pentel pens   -   12 pcs. (assorted colors)
   c. whiteboard markers   -   6 pcs. (assorted colors)
   d. masking tapes   -   5 rolls
   e. cutters   -   5 pcs.
   f. scissors   -   5 pairs
   g. crayons   -   5 boxes
   h. pens   -   based on the number of participants
   i. notebooks   -   based on the number of participants
   j. pencils   -   based on the number of participants
   k. metacards   -   200 pcs. (assorted colors)
   l. attendance sheets   -   3 sets
   m. IDs   -   based on the number of participants
   n. Certificate of attendance - based on the number of participants

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