



### **MAPEX TRAINING INSTITUTE**

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**Nationally Recognized Training**  
**NTC Reg. # 072**

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The National Training Council Accredited Course, NTC Reg # 072

## **Lesson Plan & Course Outlines**

### **Course Title: Project Management & Implementation Skills**

**Course Objectives:** To provide course participants with basic skills and knowledge about Project Management in order to;

1. Equip them with basic Project management skills through appropriate training and consultancy
2. Help them to use appropriate management concepts in day to day Project operations
3. Keep them informed about risks and risk management strategies
4. Enable them with practical Project management application methods according to the nature and scope of the project.

### **Learning Outcomes:**

During the course, the participants will work in groups to develop a real life project management practices. The output of the course will be individual's practical assignment on; management applications, risk management, quality management, Time management, cost management, and implementation and monitoring. Project Completion and Evaluation tools, Project Reporting, for example; financial report, goals and objective report, job performance report, output and benefit report, recommendation and future prospect of the project.

### **Assessment Events:**

- Presentation of mini-lessons (based on the lesson plan)
- Question and Answers
- Small group discussions
- Evaluation sheets

### **Teaching Methodology:**

- Lecturing
- White board
- Group activities/discussions
- Power Point Presentation Etc

**Course Duration:** Five days (Monday – Friday; 8:00am – 4:30 pm)

**Course Fee:** K 1,200.00 per participant

**Target Group:** NGOs, individuals (Public Servants), (education level: Gr. 10 and above)

## COURSE TIMETABLE

1 <sup>st</sup> day	<ul style="list-style-type: none"> <li>▪ Introduction and participants registration</li> <li>▪ Course outline and group agreements</li> <li>▪ Overview of participant's manual</li> <li>▪ Overview of presentation skills</li> </ul>
2 <sup>nd</sup> Day	<ul style="list-style-type: none"> <li>▪ Presentation of mini-lesson</li> <li>▪ Group exercise</li> <li>▪ Evaluation</li> </ul>
3 <sup>rd</sup> day	<ul style="list-style-type: none"> <li>▪ Presentation of mini-lesson</li> <li>▪ Group exercise 1</li> <li>▪ Evaluation</li> <li>▪ Presentation of mini-lesson</li> <li>▪ Group exercise 2</li> <li>▪ Evaluation</li> </ul>
4 <sup>th</sup> day	<ul style="list-style-type: none"> <li>▪ Presentation of mini-lesson</li> <li>▪ Group exercise</li> <li>▪ Evaluation</li> <li>▪ Distribute evaluation sheets to participants</li> </ul>
5 <sup>th</sup> day	<ul style="list-style-type: none"> <li>▪ Individual presentations</li> <li>▪ General speech</li> <li>▪ Formal graduation with light refreshment</li> </ul>

## LESSON PLAN

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8.00-9.30	*Introduction Registration & distribution of course manual	<b>*Project Cycle:</b> - Project identification & Selection -Project conception -Project integration management -base line surveys & feasibility studies	* Project Approval & Screening  -Budgeting  Exercises & Group discussions	<b>*Project completion &amp; Evaluation</b> -3 ways in evaluation -During , after and sometime after Implementation  Exercises & Group discussions	Tutorial Exercise  Revision
10:30	<b>Tea Break</b>				→
10.40-12.00	Course Objectives & Project Management definitions	*Project design & Preparation *Project documentation  Exercises & Group discussions	* <b>Project Implementation &amp; Monitoring</b> * Budget Frame work -budget / cost schedule -budget control -total project cost	<b>* Project Reporting</b> - Financial Report -Goals and Objectives -Job Performance/Activities -Project Management Dimensions -Output and Benefits -Recommendation and Future Prospects of the Project	Invited guests speeches · Participants' representatives speech ·
12-1:00	<b>Lunch</b>				
1:00 - 4:30	*Project manager's Management skills & effective project management	<b>*Project scope management</b> -Quality mgnt -time mgnt -cost mgnt Exercises & Group discussions	* Contract Agreement Research Topic (Group Presentation) Additional Discussions	<b>Two important skills for effective project Mgnt</b> -Project Negotiation -resolving differences -summary skills & Conclusion	Graduation with refreshments