ITU Centres of Excellence Network for Arab Region

Sudatel Telecommunications Academy (SUDACAD)

Face-to-Face Training on

Project Management for ICT Implementation

Khartoum, Sudan, 10-12 December 2019

COURSE OUTLINE

COURSE DESCRIPTION

Title	**Project Management for ICT Implementation**
Method of delivery	Face-to-face
Objectives	The training workshop on Project Management of ICT Implementation will provide the participants with Tools and Techniques to manage ICT projects By the end of this program the participant will be equipped with an advanced understanding of the project management applied to ICT projects, Participant will move forward towards achieving their Project Management Credentials
Dates	**10-12 December 2019**
Duration	3 Days
Registration deadline	**3 December 2019**
Training fees	**150 USD**
Course code	**19WS24264ARB-A**

LEARNING OUTCOMES

This workshop is supposed to provide all participants with extensive insights and practices about:
- Introduction to ICT Project Management;
- The Project Management Process;
- Project Planning Tools and Techniques,
- Project Planning using Microsoft Project (practical session in lab.);
- Leadership and Team building in a virtual organization structure;

- Financial Analysis of projects and cost estimates;
- Risk analysis and management;
- Managing Change, Change Control and Managing Quality;
- Monitoring & Control, Earned Value Analysis of Projects;
- Project organization structures.

TARGET POPULATION

Professional from ICT Sectors , Telecom Operators Project leaders , Program Managers ,Project Managers, Functional Managers, Engineers ,Private Business Owners , Team Leaders, Strategic and business Planners, and Project Team Members.

TUTORS/INSTRUCTORS

NAME OF TUTOR(S)/INSTRUCTOR(S)	CONTACT DETAILS
Eng. Osman Ahmed Elhassan PMP, PMI-PBA, M.Sc, B.Sc Architecture	osmandoola.blogspot.com

EVALUATION

Participants will be evaluated according to:
- Pre and Post- test .
- Active interaction in the group exercises and discussions;
- Dedication in attending the sessions.

TRAINING SCHEDULE AND CONTENTS / AGENDA

Date for 1st day	Time; Start time	Topics/Activities
10/12/2019	08:00 - 8:30	Registration
	09:00 - 11:00	- Pre Test - Project Management Startups - Project Management Concept
	11:15 - 13:15	- PM Process and Life Cycle - Project and Strategic Planning
	13:45 - 15:00	- ICT Case Study - Organization Structure
	15:15 - 17:00	Initiating Process Group
Date for 2nd day	**Time; Start time**	**Topics/Activities**
11/12/2019	9:00 - 11:00	- Planning Tools and Techniques - Planning Tools and Techniques CPM CCM

	11:15 - 13:15	• Financial Analysis • Managing Change and Quality • Ms Project LAB
	13:45 - 15:00	• Project and Strategic Planning • ICT Case Study
	15:15 - 17:00	• Organization Structure • Initiating Process Group • Field Work Assignment
Date for 3rd day	**Time; Start time**	**Topics/Activities**
12/12/2019	9:00 - 11:00	• Risk Analysis and Case Stdudies • Executing Process
	11:15 - 13:15	• Leadership and Teambuilding
	13:45 - 15:00	• Monitoring & Control • Earned Value Management
	15:15 - 17:00	• Closing Project • Assignment Evaluation & Discussion

METHODOLOGY

- Pre-test.
- Instructor-Led Class Lectures and power point presentations.
- Reviews and Revisions.
- Case Studies.
- Group exercises & assignments.

COURSE COORDINATION

Training coordinator:	ITU coordinator:
Eng. Mustafa Agab Seido Maragan Senior Manager Training Development &Planning Tel: +249 183 49 09 99 Mobile: +249 120 120 070 Fax: Email: agab@sudatel.sd	**Eng. Mustafa Al Mahdi** Programme Administrator Arab Regional Office-ITU Tel: +202 3537 1777 Mobile: +20114 117 75 73 Fax: +202 3537 1888 Email: mustafa-ahmed.al-mahdi@itu.int

REGISTRATION AND PAYMENT

ITU Academy portal account

Registration and payment should be made online at the ITU Academy portal.

To be able to register for the course you MUST first create an account in the ITU Academy portal at the following address:

https://academy.itu.int/index.php/user/register

Training registration

When you have an existing account or created a new account, you can register for the course online at the following link: https://academy.itu.int/index.php/training-courses/full-catalogue/project-management-ict-implementation-1 You can also register by finding your desired course in our training catalogue https://academy.itu.int/index.php/training-courses/full-catalogue

Payment

1. On-line payment

A training fee of USD 150 per participant is applied for this training. Payments should be made via the online system using the link mentioned above for training registration: https://academy.itu.int/index.php/training-courses/full-catalogue/project-management-ict-implementation-1

2. Payment by bank transfer

Where it is not possible to make payment via the online system, select the option for offline payment to generate an invoice using the same link as above. Download the invoice to make a bank transfer to the ITU bank account shown below. Then send the proof of payment/copy of bank transfer slip and the invoice copy to Hcbmail@itu.int and copy the course coordinator. All bank transaction fees must be borne by the payer.

Failure to submit the above documents may result in the applicant not being registered for the training.

3. Group payment

Institutional Contacts are users that represent an organization. Any student can request to be an institutional contact or to belong to any existing organization.

To do this, head to your profile page by clicking on the **"My account"** button in the user menu. At the bottom of this page you should see two buttons:

 a. If you want to **become an institutional contact**, click on the "**Apply to be an Institutional Contact"** button. This will redirect you to a small form that will ask for the organization name. After you fill the name of the organization you want to represent, click on **"continue"** and a request will be created. An ITU Academy manager will manually review this request and accept or deny it accordingly.

 b. If you want to **belong to an existing organization**, click on the **"Request to belong to an Institutional Contact"** button. This will redirect you to a small form that will ask you to select the organization you want to join from an organization list. After you select the correct organization, click on **"continue"**, a request will then be created. The Institutional Contact that represents that organization will manually accept or deny your request to join the organization.

ITU BANK ACCOUNT DETAILS:	
Name and Address of Bank:	UBS Switzerland AG Case postale 2600 CH 1211 Geneva 2 Switzerland
Beneficiary:	Union Internationale des Télécommunications
Account number:	240-C8108252.2 (USD)
Swift:	UBSWCHZH80A
IBAN	CH54 0024 0240 C810 8252 2
Amount:	USD 150
Payment Reference:	CoE-ARB **24264**-[WBS No. P.40592.1.06

4. Other method of payment

If due to national regulations, there are restrictions that do not allow the payment to be made using options 1 & 2 above, please contact the ITU Coordinator for further assistance.