



Institute for Capacity Development (ICD)

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Project Design Planning and Management

Programme Objectives

On completion of the course, participants should be able to:

- Demonstrate understanding of coming up with viable project designs
- Draft necessary documentation for effective project management
- Identify critical stakeholders in projects management
- Analyze communication problems to determine whether multimedia is an appropriate solution;
- analyze a target audience for a multimedia project;
- Optimize resource use in project implementation
- Participate in a team to create and present a multimedia prototype; and

Target Audience

- Project managers
- consulting firms,
- planning and design institutes,
- Communication managers
- Project officers
- Planners
- Economists

Course Outline

- General Management Principles and practices
- The project management cycle
- Discussion of potential projects.
- Project situational Analysis
- The Project design process
- Project formulation and stakeholder involvement
- Project Design Document overview, Gantt Charts
- Team involvement in Project design
- Methodologies for Project design
- Projects and Implementation problems and constraints

- Client Deadline
- Project and HR Management
- Project leadership
- Setting up project teams
- Stages in Team formation.
- Communication Styles
- Communication problems
- Information Architecture
- Project reporting and Analysis
- Final Project Closure requirements
- Debrief of completed Project
- Action Planning

Dates: 18th – 29th September 2023

Duration: 2 weeks

Course Costs: US\$2850/delegate

Venue: Windhoek, Namibia