



Management Association of Pakistan

# EFFECTIVE PROJECT MANAGEMENT

by Sitwat Farrukh

17<sup>th</sup> & 18<sup>th</sup> April 2018,

From 10:00 a.m. to 04:30 p.m.



## OVERVIEW:

Projects are a way of bringing about change. They are used to develop new products or systems, or to alter the physical, social or cultural environment. Derived from the Latin verb *proicere*, which means "to throw forward", a project is a leap into the future.

Increasing numbers of people are finding themselves being involved in more and more projects as they go up the organizational ladder. Successful project management is an art that can give you an edge.

This workshop will discuss in detail what Project Management is; the various functions of Project management; the role of the Project Manager; How to manage when things go wrong. Group Activities will be an integral part of this interactive workshop.

## TRAINING METHODOLOGY:

- Introductions / Ice breaker
- What Projects are?
- History and background of Project Management
- Types of Projects: Classified by availability of Solutions and definition of Problems
- Project Risk levels; Project Types by funding
- Laws of Project Management
- Triple Constraints of Projects, Terms often confused with Projects
- Group Exercise: Priority Setting, Team Conflict and Customer Conflict and Project planning Tools
- Functions of Project Management: Pre-Project Planning, Project Initiation Project Planning, Project Execution, Project Monitoring & Control, Project Closeout
- The Critical Document: Project Management Plan and Risk Management Plan
- What makes a project successful; Evaluating Critical Success Factors & Measures
- The Project Life Cycle: PLAN; DO; REVIEW
- Project Management Tools: Quad Charts; Brainstorming; GANTT charts; Network diagrams; Critical path method
- Key skills and role of a Project Manager
- Case Study: Crisis Management

## FACILITATOR'S PROFILE:



Sitwat Farrukh worked as a Corporate Banker for several years with reputed names such as Standard Chartered Bank, Bank of America and Union Bank.

Since 2008, she has been engaged as a full-time consultant and trainer, and is on the panel of various Banks and companies.

She has covered a diverse range of assignments including Relationship Management, Leadership Development, Negotiation Skills, Emotional Intelligence, Career Development, Anger and Stress management, Communication Skills, Change Management and several Management Trainee programs. Sitwat has an MBA in Finance from the Institute of Business Administration, Karachi, and a Banking Diploma from the Institute of Bankers, Pakistan. She has also received "Train the Trainer" certification from Standard Chartered Bank and is a certified "Credit Professional" under the Omega Consulting Expert Credit Program.

## WHO SHOULD ATTEND:

Management / Staff who have the responsibility of managing various projects along with their routine work. All those wishing to improve their project management skills.

## WHERE & WHEN?

17<sup>th</sup> & 18<sup>th</sup> April 2018,

From 10:00 a.m. to 04:30 p.m.

Venue: The Royal Rodale Club, Phase V, DHA, Karachi.



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## REGISTRATION FORM

Institutional Member

Student Member

Individual Member

Non-Member

Name \_\_\_\_\_

Designation \_\_\_\_\_ Membership No. \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Mobile \_\_\_\_\_ E-mail \_\_\_\_\_

### ADMINISTRATIVE INFORMATION

#### MODE OF PAYMENT

Cash/Cheque No. \_\_\_\_\_

Dated \_\_\_\_\_

Amount \_\_\_\_\_

	Early Bird Fee (register by) 3-April-2018	Regular Fee (register after) 3-April-2018
Registration Fee*		
MAP Institutional Member	Rs. 23,000/-	Rs. 27,000/-
For two or more Institutional member nominations	Rs. 21,500/-	Rs. 24,500/-
MAP Individual Member	Rs. 16,500/-	Rs. 18,000/-
Student Member	Rs. 8,000/-	Rs. 9,000/-
<b>Non-Member</b>	<b>Rs. 24,500/-</b>	<b>Rs.28,500/-</b>

\*Includes: MAP Certificate, Printed Course Material, Lunch & Tea.

\*\*Note: 20% Discount is available on nominations of 5 or more participants.

#### Registration:

Registration to be confirmed only on receipt of cheque in advance

- Cancellations or substitute nominees acceptable up to 48 hours prior to the event.
- Early bird discount can only be availed if payment is made before the day of event. Otherwise, invoice will be reissued at Standard Fee.
- Please complete the Registration Form attached here to along with a crossed cheque for the applicable fee, in favor of Management Association of Pakistan, to be sent to MAP's address given below:

#### For Direct Transfer:

- Acct Title : Management Association of Pakistan
- Bank Name : MCB Bank Limited
- Account Number : 0006903010000302
- IBAN : PK62 MUCB 0006 9030 1000 0302
- Branch Name : GTB Branch Karachi (0069)
- Payment Advice to be sent at:  
[accountant@mappk.org](mailto:accountant@mappk.org) | [info@mappk.org](mailto:info@mappk.org)