

of the EAMIP team. A limited number of project officers (2-4) from other areas will be used as a reference base in terms of their experience in developing and implementing their own projects. The project guide and training package should be reviewed and approved by the EAMIP Steering Committee and the Administrative Committee. Consultation will be confined to those already involved in EAMIP projects (eg. the geographic reference group, selected project managers). The guide, once approved will be circulated throughout headquarters and to posts. The training on project management will be part of the overall training and development efforts in personnel. The main constraints are adequate time of individuals to contribute to the project, availability of resources and ensuring usefulness of the project management approach to departmental work. The consequence of delaying the project is predominantly one of a missed opportunity to build on the existing EAMIP exercise to explore techniques to assist departmental staff in the planning and control of work. Since EAMIP projects are being developed and implemented, it is an ideal time to pursue this project.

MAJOR STEPS AND TIMING

1. Identify EAMIP projects to be used as reference projects for developing the guide. March 84.
2. Consult with respective project officers/managers. April 84.
3. Draft guide. April/Oct. 84.
4. Consult on draft. Sept/Oct. 84.
5. Test draft with EAMIP projects coming on stream & outline training approach with prsl. Oct. 84.
6. Refine draft and outline training approach for Steering & Administrative Cttee. review. Oct/Nov. 84.
7. Develop with personnel, the training package for use in 85-86 and seek approval as necessary. Oct/Dec. 84.
8. Circulate Guide and information on training approach and availability. Nov/Dec. 84.
9. Continue vetting project management approach with specific EAMIP projects. September 84 - March 85.
10. Assess & revise training course & project management guide in the light of continuing projects and/or new projects coming on stream. Nov. 85.