

EAMIP PROJECT NO. CC11

TITLE Project Management Guide and Training

RESPONSIBILITY Project Manager: CCBM
Project Officer: to be determined

PRESENT SITUATION

A significant portion of DEA work is of a project nature and lends itself to a project management approach. It could be useful to have a more systematic way of applying project management in the department. The development of the EAMIP has provided an opportunity to work with a number of managers and officers in the development of projects within the Program. Using this as a basis and taking certain of the project as generic examples further work will be done to identify aspects of project management that are applicable to various areas of the department, to produce a guide to project management and to develop in conjunction with personnel a training course on project management.

OBJECTIVE

To increase the capacity in the department to apply project management techniques, where suitable, in order to better manage and control work activities.

GOAL

To identify and describe project management approaches for DEA; to test these in the context of EAMIP and thereafter to prepare a guide and, working with personnel, training materials and a training course.

DESCRIPTION

Initially the main focus of the project will be on the projects that are in the EAMIP. A limited number of these - 2 to 4 - will be selected as providing opportunities to test the application of project management in different areas of DEA. In discussion with the people directly involved in the selected project, difficulties, advantages and adaptations of project management will be explored. Members of the EAMIP team will then write up an initial guide. This will be tested in conjunction with project managers who are developing and implementing EAMIP projects in 1984-85. Based on the outcome of that work the guide would be refined. Work will be done with personnel to develop training materials and a training course or a unit of a training course on project management. The guide will be used in the context of training and directly by managers who are initiating or implementing work of a project nature. The training will be focused as part of overall management training. This project will be complete when both products are in place (guide, training) and when the applicability of the project management approach has been tested against the selected EAMIP projects.

IMPLEMENTATION CONSIDERATIONS

This project is directly related to the development and implementation of EAMIP itself. The majority of the time required to develop the guide and to provide input to personnel for training will be the time