

**BỘ TƯ PHÁP
VỤ TỔ CHỨC CÁN BỘ**

**CỘNG HÒA XÃ HỘI CHỦ NGHĨA VIỆT NAM
Độc lập - Tự do - Hạnh phúc**

Số: 382/TCCB-ĐTBD
V/v thông báo khóa học “Kỹ năng
lập kế hoạch và quản lý dự án”

Hà Nội, ngày 26 tháng 6 năm 2019

Kính gửi: *Chưa* *kiểu* *các* *đơn* *vị* *thuộc* *Bộ*

Trong khuôn khổ hợp tác ASEAN, Trung tâm Hợp tác Việt Nam - Singapore do Học viện Ngoại giao - Bộ Ngoại giao Việt Nam và Đại sứ quán Singapore - Bộ Ngoại giao Singapore đồng chủ quản, tổ chức khóa học “Kỹ năng lập kế hoạch và quản lý dự án” cụ thể như sau:

- 1. Thời gian:** Từ 15 - 19/7/2019 (8h30-16h00).
- 2. Địa điểm:** Trung tâm Hợp tác Việt Nam - Singapore (phòng 401, tòa nhà Pacific, 83B Lý Thường Kiệt, Hà Nội).
- 3. Nội dung khóa học:** Khóa học nhằm giúp học viên xây dựng kỹ năng lập kế hoạch và quản lý dự án thông qua các chủ đề về quản lý phạm vi, chi phí, thời gian, chất lượng, nhân sự, mua sắm, rủi ro của dự án....
- 4. Đối tượng:** Công chức, viên chức các đơn vị thuộc Bộ Tư pháp có vị trí việc làm phù hợp với nội dung khóa học.
- 5. Chỉ tiêu:** Bộ Tư pháp được phân bổ 02 chỉ tiêu/khóa học.
- 6. Ngôn ngữ:** Tiếng Anh (không phiên dịch).
- 7. Kinh phí:** Bộ Ngoại giao đài thọ chi phí tổ chức khóa học. Các chi phí khác (đi lại, ăn ở...) do học viên chi trả.

Căn cứ nội dung khóa học nêu trên, nếu đơn vị có nhu cầu cử công chức, viên chức đi bồi dưỡng, đề nghị gửi Công văn giới thiệu 01 người/khóa học kèm theo Bản đăng ký của học viên về Vụ Tổ chức cán bộ **trước ngày 03/7/2019 (Thứ Tư)** để Vụ xem xét, quyết định (*Chương trình học, mẫu Bản đăng ký được đăng tải trên cổng thông tin điện tử Bộ Tư pháp*). *!*

Nơi nhận:

- Như trên;
- Lưu: VT, ĐTBD.

VỤ TRƯỞNG



Nguyễn Quang Thái

PROJECT PLANNING AND MANAGEMENT

15 TO 19 JULY 2019

Sponsored by the

MINISTRY OF FOREIGN AFFAIRS, SINGAPORE

under the framework of the

INITIATIVE FOR ASEAN INTEGRATION

Initiative for ASEAN Integration

The Initiative for ASEAN Integration (IAI) was launched by then Singapore Prime Minister (PM) Goh Chok Tong at the 4th ASEAN Informal Summit in 2000 to narrow the development gap between ASEAN-6 and Cambodia, Laos, Myanmar and Vietnam (CLMV) and to support ASEAN integration and community building. To date, Singapore has made four pledges totalling about S\$170 million to the IAI.

A key IAI project undertaken by Singapore is the establishment of training centres in CLMV. More than 39,000 government officials from CLMV have participated in our training courses conducted at the four IAI training centres in Phnom Penh, Vientiane, Yangon and Hanoi in diverse areas such as English Language, Trade and Finance, and Public Administration.

The IAI is in line with the spirit of the Singapore Cooperation Programme (SCP). The SCP was established in 1992, bringing together under one framework the various technical assistance programmes offered by Singapore. As a country whose only resource is its people, Singapore believes that human resource development is vital for economic and social progress. Singapore itself has benefited from training provided by other countries and international organisations. Through the SCP, the range and number of training programmes have been increased to meet the needs of developing countries.

Course Objectives

The course aims to enhance government officials' skills in project planning and management, including how to initiate, plan, execute, manage and deliver projects in a structured and systematic approach and to also develop an action plan on possible enhancement to the current system of project planning and management for their respective Governments.

Course Synopsis

The course will include the following topics:

- Project Management Framework, Knowledge areas, Processes
- Project Integration Management
- Project Scope Management
- Project Cost Management
- Project Time Management
- Project Quality Management
- Project HR Management
- Project Procurement Management
- Project Risk Management
- Project Communication Management
- Project Stakeholder Management
- Effective project, planning and execution

Methodology

The course will be conducted through formal lessons in seminar style, group discussions, presentations, sharing sessions to encourage exchange of ideas and sharing of experiences, learning points and challenges and referencing to relevant case studies

Duration

The course will be held from **15 to 19 July 2019**.

Participants' Profile

Participants should be:

- Mid-to-senior-level officials involved in project planning and management;
- Nominated by the Government of Viet Nam;
- Proficient in spoken and written English; and
- In good health.

Venue

The course will be conducted at the Viet Nam-Singapore Cooperation Centre in Hanoi.

Address: Pacific Place
Unit 401 - 403, Level 4
83B Ly Thuong Kiet
Hanoi
Socialist Republic of Viet Nam

Class Size

Maximum 25 participants

Terms of Award

The Government of Singapore will be responsible for training fees while the Government of Viet Nam will be responsible for travel arrangements and accommodation cost of the participants.

Medical insurance for participants to cover for any accidents and hospital treatment will be borne by the Government of Viet Nam.

Application Procedure

The National Focal Point will be responsible for obtaining the list of nominations before forwarding the list directly to the Singapore Embassy in Hanoi.

The nomination list should reach the Singapore Embassy in Hanoi not later than **Monday, 1 July 2019**.

 follow us at

SCP Friends

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PROGRAMME SCHEDULE

Day	Time	Content	Intention
1	0900-1000	Opening ceremony: Introduction and Warm up	<ol style="list-style-type: none"> 1. Overview of the course, including the objectives, structure, content, delivery method and submission requirements 2. Introduce the trainer to the class. 3. Ice-breaker: Ignite interest for learning, establish rapport between trainer with participants as well as among participants. 4. Participants to identify and submit two problems/ major concern affecting their projects. The problems will be referred to later, Including the later topic on "effective project planning and execution"
	1000-1045	Project Management Framework, Knowledge areas, Processes (part 1)	This will cover the basic frame work of project management, which include 10 knowledge areas, 5 process group and 49 processes.
	1045-1100	Tea Break	
	1100-1245	Project Management	This will cover the basic frame work of project management, which include project organisations,
		Framework, Knowledge areas, Processes (part 2)	Roles, Responsibilities and Accountabilities of PM etc.
	1245-1345	Lunch	
	1345-1530	Project Integration Management	Cover all the processes in relation to the 5-process group, including Plan, Costing. Implementation, Monitoring & Control
	1530-1545	Tea break	
	1545-1700	Create project management plan (part 1)	Learn how to develop an integrated project management plan by unifying all the subsidiary plans.

Day	Time		Topic
2	0900-1045	Project Scope Management	
	1045-1100	Tea Break	
	1100-1245	Project cost Management	1 Estimate Costs 2 Determine Budget 3 Control Costs
	1245-1345	Lunch	
	1345-1530	Project time Management	Plan time management Define activities Schedule Activities Control schedule
	1530-1545	Tea break	
	1545-1700	Create project management plan (part 2)	Apply the knowledge learnt and develop the relevant subsidiary plans of the Project Plan

Day	Time		Topic
3	0900-1045	Project Quality Management	Plan Quality Management Perform Quality Assurance Control Quality
	1045-1100	Tea Break	
	1100-1245	Project resources Management	1. Plan Resource Management 2 Acquire Project Team/resources 3 Develop Project Team 4 Manage Project Team
	1245-1345	Lunch	
	1345-1530	Project procurement Management	Plan Procurement Management Conduct procurement Control procurement Close procurement
	1530-1545	Tea break	
	1545-1700	Create project management plan (part 3)	Apply the knowledge learnt and develop the relevant subsidiary plans of the Project Plan

Day	Time		Topic
4	0900-1045	Project Risks Management	1 Identify Risks 2 Perform Qualitative Risk Analysis 3 Perform Quantitative Risk Analysis 4 Plan Risk Responses 5 Control Risks
	1045-1100	Tea Break	
	1100-1245	Project communication Management	1 Plan Communications Management 2 Manage Communications 3 Control Communications
	1245-1345	Lunch	
	1345-1530	Project stakeholders Management	Elaborate the knowledge of Stakeholder Management. This include communicating, engaging, managing the public as well as project team members 1 Identify Stakeholders 2 Plan Stakeholder Management 3 Manage Stakeholder Engagement 4 Control Stakeholder Engagement
	1530-1545	Tea break	
	1545-1700	Create project management plan (part 4)	Apply the knowledge learnt and develop the relevant subsidiary plans of the Project Plan. Integrate all subsidiary plans into a complete plan

Day	Time		Topic
5	0900-1045	Project management plan (presentation)	Participants (in group) present their project management plan. Encourage other group members to comment and discuss. Trainer provide feedback and explain common mistake made in the management plan and how to improve effectiveness.
	1045-1100	Tea Break	
	1100-1245	Project management plan (presentation)	Remaining groups presents their project plan. Discussions on improvement.
	1245-1345	Lunch	
	1345-1530	Effective project planning and execution	Learning from the project presentation. Discuss why some projects fail and how to prevent failure, optimizing chance of project success (also refer to some typical project failure, as well as those problems participants had identified in day 1)
	1530-1545	Tea break	
	1545-1700	Closing ceremony and feedback	15-minutes for participants to complete the SCP evaluation form. Sum up and conclusions Certificate presentation.

REGISTRATION FORM

Course Title
Full Name (Khai cả dấu Tiếng Việt)
Date of Birth	Date: Month: Year:
Sex/Marital Status	Female: <input type="checkbox"/> Male: <input type="checkbox"/> Single: <input type="checkbox"/> Married: <input type="checkbox"/> Divorced: <input type="checkbox"/>
Job Title (Chức vụ hoặc vị trí công tác)
Education
English Level
Organization (Ghi tên cơ quan hiện đang công tác, ghi rõ Phòng/Ban/Vụ, Bộ trực thuộc bằng cả tiếng Việt và tiếng Anh)
Tel (O): Tel (H): Hand-phone:	
Email:	
Passport No.....	
Office Address:.....	

Name and Signature of the Applicant's Employer (with official seal)

Xác nhận Ông/bàđăng ký
tham dự khoá học tại VSTC. Ông/bà
..... có trách nhiệm tham dự khoá học
nghiêm túc, chấp hành mọi nội quy của khoá học.

*Please fax this form to VSCC and keep the original one for registration.
Dead line: