



Project Management on Site Training Sessions

A blended approach to learning project management designed to fit your organization needs and unique environment

PM4DEV Tailored On Site Training Services

Information Sheet for Clients

This briefing note will give you an idea of the cost of the service and the kind of information that we need to help you plan your event.

A. Information we need

To help us prepare a quotation and/or proposal, please provide the following preliminary information:

1. What sort of training event(s) do you have in mind?
 - Fundamentals of Project Management for NGOs: Getting the Basics Right (2 days)
 - Adaptive Project Management: The Management Cycle: (2 days)
 - Mastering Project Management: Management Processes (3 days)
2. Who needs to be trained?
 - Project Management staff?
 - Project Managers?
 - NGO management?
 - Roughly how many participants will attend the event?
3. What are your expected results of this training?
 - Improved Project Results?
 - Develop a common understanding?
4. When do you plan to hold the event?
 - In the Next Month?
 - In the Next Two Months?
5. Where do you plan to hold the event?
 - Onsite?
 - Rented Facilities?

Our Training Services

B. Terms of reference:

We will provide you with full terms of reference as part of the formal quotation, but please note that our main requirements are that you organize:

- Advance payment of a deposit of 50% of the course fee to secure booking of our facilitators
- Training facilities and equipment suitable for participatory-style group training.
- Lunch/refreshments for participants and facilitator.
- Accommodation and local transportation for the facilitator during the event.

PM4DEV will provide:

- One facilitator for up to 12 participants
- Complimentary binders and pens; and certificates for each participant.
- A CD containing the training material and additional references
- End-of-course evaluation and a brief feedback report on the course.
- Follow up support to course participants via email/intranet
- Access to our Intranet to download additional documents and information relevant to the course

C. Training Fees

For our PM4DEV's standard 'off-the-shelf' courses to be run as an in-house event, we have a fixed scale of charges to cover development and delivery. See Table A below for our course fees.

Other expenses to be added to the course fee include:

- facilitator's travel costs
- facilitator's board & lodging

| Course Code | Course Title | Up to 15 participants |
|-------------|---|-----------------------|
| FPM | Fundamentals of Project Management (2 days) | \$5,000 |
| IPM | Adaptive Project Management (3 days) | \$7,000 |
| MPM | Mastering Project Management (3 days) | \$7,000 |

D. Further information

Please contact Paola Diaz, to discuss your in-house training needs.

Email: paola.diaz@pm4dev.com

Please visit our website for more information on our training service and freely downloadable re-sources materials: www.pm4dev.com