



Sustainable Human Development Program

(Center)

[2016] PROJECT ACCOMPLISHMENT REPORT

I. Project Information

Project Code
Project Title ADVANCE PROJECT MANAGEMENT COURSES FOR BATCHES 1 AND 2
Project Start
Project End 12-31-2016
Project Price 2,260,955.20
Client Organization DEPARTMENT ENVIRONMENT AND NATURAL RESOURCES-FASPS

II. Project Team

Project Director Alan S. Cajés
Project Manager Marites D. Solomon
Team Members Kristian April Narciso, Noel Pelle
Supervising Fellow Dorothea C. Boy-Navarro
Consultants/
Resource Persons Cesar Cuyugan Jr., Claro Potenciano Jr. Alan S. Cajés, Marites D. Solomon

III. Project Details

Project Description The Development Academy of the Philippines (DAP) implemented the project "Capacity Building (Cap-B) Program of the Project Managers' Pool for Foreign-Assisted Projects" for the Department of Environment and Natural Resources (DENR). Batch 1 commenced in 2011, and Batch 2 in 2013.

The first batch had its first course, the Basic Course on Project Management Tools and Techniques, in June 2011. This was followed by the Advanced Course on Project Implementation and Evaluation in October 2013. In 2014, this batch attended the Course on Project Design and the Course on Selection and Management of Consultancy Services. The batch's Cap-B Program, formulated in 2011, incorporates all the identified modules that will be implemented with the same learners.

The second batch's Cap-B program was designed in 2013, and the Basic Training on Project Management Tools and Techniques was implemented from December 2013 to January 2014. Also in 2014, the batch attended the Course on Project Design, followed by the Course on Monitoring and Evaluation of Development Projects.

Before any of the courses for both batches was rolled out, training needs analyses (TNA) were conducted. The objective was to determine the learners' strengths and relative weak points in project management. The TNA findings were used in the development of the Cap-B Program for each batch.

As a follow-through to the courses already taken by the learners, the DAP is proposing two advanced courses for batches 1 and 2 that will be implemented this year. These courses, which were identified in the Cap-B Program, are



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briefly described below (their extended descriptions can be found in the annexes toward the end of this document).

BATCH 1

Course on Monitoring and Evaluation of Development Projects (CMEDP)

The CMEDP provides an intensive coverage of project (M&E) especially on monitoring and evaluating progress or accomplishments. It focuses on project M&E design, establishment or setting up of M&E systems, and operationalization of M&E systems. The course will equip the learners with the necessary planning, monitoring, and evaluation concepts and principles; monitoring tools; and evaluation techniques.

BATCH 2

Course on Managing Project Implementation (CMPI)

The CMPI is one of the advanced courses under the Capability Building Program for the Project Managers Pool of DENR. It focuses on building the competencies of the project manager (PM) in effectively managing the project implementation phase, which includes (i) project start-up, (ii) project execution, (iii) troubleshooting, and (iv) project closure.

The course is also designed to build the PM's competencies on handling the PM's most important resource: the people. A PM must be able to harness and harmonize the strengths and weaknesses of individuals and groups involved in project implementation. These include managing project sponsors' expectations and perceptions; harnessing the efficiency of project staff; and maximizing input from consultants, partners, service providers, and suppliers.

POST-TRAINING EVALUATION

After the training, each batch will undergo a post-training evaluation to check the participants' current competency profile. For this evaluation, it will use the self-assessment tool on project management. It has four dimensions with various project management indicators. This is the same tool we used during the Training Needs Analysis that provided inputs in the development of the Capacity Building Program.

Project Objective

Specifically, at the end of the training, participants are expected to:

FOR CMEDP

1. Prepare an M&E Framework
2. Discuss the elements, types, and principles of Project M&E
3. Set up a Project M&E system
4. Explain the requirements for setting up a Project Management Information System
5. Discuss the requirements for operationalizing the Project M&E system

FOR CMPI

1. Enumerate the best practices in managing project implementation



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- including the lessons and pitfalls of project management.
2. Define and explain the desirable qualities of a project manager.
3. Explain the principles and requirements for facilitating a project start up.
4. Prepare a project inception report.
5. Prepare a sample Project Management Office (PMO) based on the project design requirements and using the work breakdown structure, institutional/agency requirements, and concepts and principles of organization and management.
6. Explain key concepts and principles of Project Human Resource Management and its importance to efficient project implementation.
7. Enumerate major project stakeholders and explain how to manage the requirements and expectations of stakeholders.
8. Demonstrate the competencies on problem solving and analysis, troubleshooting, and risk management. The participants will be able to analyze and explain project management issues and offer solutions that will bring a project on-track.
9. Explain the principles and requirements for project closure or phase out.
10. Prepare a project completion report.

Focus Area	Environment /Project Management
Project Type	Technical Assistance/Training
Project Beneficiary	DENR
Regional Coverage	National

IV. Project Accomplishments

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| Key Activities Implemented | <ol style="list-style-type: none"> 1. Conducted inception meeting with the key people of DENR-FASPs 2. Conducted the two advanced courses on project management for two batches in May 2016. |
| Major Outputs | <ol style="list-style-type: none"> 1. Presentation materials for each module of the courses; and 2. A report that will cover the learning activities, outputs of the learners, and learning evaluation. |
| Project Impact | <ol style="list-style-type: none"> 1. Cannot be measured. |
| Lessons Learned | <ol style="list-style-type: none"> 1. Procurement of equipment as requested by the client should be stipulated in the contract and transfer of this should be coordinated with the procurement staff of the Academy using a form to be signed by both parties (DAP and DENR). |

V. Attachments

- Summary of Evaluation for Course and Resource Person (for training program)
 - Please see attached Course and Resource Person evaluation results for the SOP workshops conducted.
- Certificate of Project Closure (for all completed projects) – Not applicable



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Prepared by:

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Noted / Approved by:

Alan S. Cajés
Center Head

Notes:

1. Project details on Section I-III can be generated thru PMIS based on PMs Inputs.
2. Project Managers are required to accomplish Section IV & provide Section V to reflect results of project implementation
3. Project Managers can update/adjust the pre-filled sections(I-III) based on actual data