



**HUMAN RESOURCE MANAGEMENT DEVELOPMENT DEPARTMENT
2017 PROJECT ACCOMPLISHMENT REPORT**

I. Project Implementation	
Project Code	SPHUO
Project Title	Introductory Course in Project and Training Management
Project Start	February 9, 2017
Project End	February 14, 2017
Project Price	Php65,000
Client Organization	N/A
II. Project Team	
Project Manager	Joyce R. Bauyon
Team Members	Narciso M. Perea
Supervising Fellow	Ma. Felisa F. Magud
Consultant/Resource Person	Dr. Alan S. Cajés
III. Project Details	
Project Description	A comprehensive overview of the Project and Training Management and the roles of a Project/Training Manager
Project Objective	<ol style="list-style-type: none">1. To explain the key concepts of project and training management;2. To enumerate & describe the phases & stages of a project/training; and3. To describe the generic role of a project/training manager
Focus Area	Knowledge Management
Project type	Orientation
Project Beneficiary	DAP Employees
Regional Coverage	NCR
IV. Project Accomplishments	
Key Activities Implemented	<p>PRE-IMPLEMENTATION</p> <ol style="list-style-type: none">1. Confirmation of venue and date;2. Coordination meeting with the Resource Person;3. Release of invitation program;4. Request for Supplies and preparation of materials;5. Coordination/confirmation of participants; and6. Preparation of LOI. <p>IMPLEMENTATION</p> <p>Training proper</p> <p>POST IMPLEMENTATION</p> <ol style="list-style-type: none">1. Consolidation of evaluation results;2. Preparation of report; and3. Liquidation of Cash Advance.
Major Outputs	<ol style="list-style-type: none">1. Enhanced knowledge and appreciation of the whole process of Project/Training Management of participants; and

Project Impact	2. Better understanding of the roles performed by a DAP Project/Training Manager
Lessons Learned	Appreciation and better understanding of the DAP Project Management. Provision of hand-outs beforehand with the permission of the Resource Person
V. Attachments	Summary of Evaluation

Prepared by:


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 Project Manager

Approved by:


MA. FELISA F. MAGUD
 Center Head

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