



## The Training Program on Program & Project Management [PPTP]

### [Course Objectives]

1. To acquire the fundamental methods and basic application skills of project management used to plan and manage a single project.
2. To learn the concept of program management at an advanced level which is gaining increasingly important roles.
3. To enable the participants to obtain deeper understanding of roles of program and project management.

■ **Date** : 7-20 November 2019 (2 weeks)

■ **Venue** : AOTS Tokyo Kenshu Center

■ **Target Participants (residents of developing countries)** :

1. Directors, senior managers in companies and/or project leaders or managers who are in a position to manage projects in companies.
2. Managers or staffs of industrial promotion organizations and/or business associations who support local companies in facilitating project management may also be accepted.

■ **Application Deadline** : 3 September 2019

### Contact information

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# Program Director

## Pr. Dr. Hiroshi Tanaka

Academic Adviser, Past President

Project Management Association of Japan (PMAJ)

PhD. (France), Dr. Sc. Hon. (Ukraine), PMP (USA)

## Schedule (tentative)

※All lectures/visits will be conducted in English

Day	Morning (09:00-12:00)	Afternoon (13:00 – 16:00)
6 Nov.(Wed.)	(Arrival in Japan)	
7 (Thu.)	<ul style="list-style-type: none"> <li>Administrative Orientation on the Training Program</li> <li>Inauguration Ceremony</li> <li>Program Briefing</li> </ul>	Inaugural Lecture by the Course Director: <ul style="list-style-type: none"> <li>Program &amp; Project Management as Dynamic Management Paradigm &amp; Methodology for Competitiveness, Innovation and Sustainability</li> <li>Introduction to P2M Guidebook of Japan</li> </ul>
8 (Fri.)	Lecture: Project Management (1) <ul style="list-style-type: none"> <li>Master Planning of a Project</li> </ul>	Lecture : Project Management (2) <ul style="list-style-type: none"> <li>Project Scope Management</li> <li>Engaging Project Stakeholders and Project Organization</li> </ul>
9 (Sat.)	Day-off	
10 (Sun.)	Day-off	
11(Mon.)	Lecture : Project Management (3) <ul style="list-style-type: none"> <li>Project Schedule Management</li> </ul>	Lecture : Project Management (4) <ul style="list-style-type: none"> <li>Project Cost Management</li> <li>Project Quality Management</li> </ul>
12 (Tue.)	Expert Lecture ( 1 ) : <ul style="list-style-type: none"> <li>Concept and Practices on Climate Change Mitigation and Adaptation on the Road to the Low Carbon Society</li> </ul>	Company Visit (1) Visit to leading general construction company which has attained a “Zero-Energy Building”, and has cases of futuristic low carbon cities
13 (Wed.)	Group Workshop : <ul style="list-style-type: none"> <li>Project planning exercise, by trainee groups, along the instructor given template on a group proposed project theme, e.g. a new plant construction, introducing an energy saving/energy conversion/resources saving projects, a green innovation project, an affordable social innovation project in community.</li> </ul>	
14 (Thu.)	Lecture: Program Management <ul style="list-style-type: none"> <li>P2M Program Management Methodology Created by Japan for Linking Organizational Strategy into High-Value Added, Innovation, and Sustainability Programs (and Projects)</li> </ul>	
15 (Fri.)	Lecture: Project Management Advanced (1) <ul style="list-style-type: none"> <li>Systems Theory for Program and Project management</li> <li>Risk Management</li> </ul>	Company Visit (2) Visit to Japan’s engineering & project management company
16 (Sat.)	Day-off	
17 (Sun.)	Day-off	
18 (Mon.)	Lecture & Exercise : Expert Lecture (2) Planning and designing a new factory for a Japanese local company in Southeast Asia (or anywhere else other than Japan)	Lecture: Project Management Advanced (2) <ul style="list-style-type: none"> <li>Finance for Program &amp; Project Materialization</li> <li>Contract for EPC Project</li> </ul>
19 (Tue.)	Group Workshop: Program Management Workshop Indicative Themes (each group of trainees to propose a concrete program theme) <ul style="list-style-type: none"> <li>Expanding the company’s business area into a new domain</li> <li>Enhancing sustainability of the (local) industry (and society)</li> <li>Developing a green and sustainable industry</li> <li>Promoting energy saving or new energy development</li> <li>An innovative model of green construction</li> <li>An innovative model of sustainable infrastructure</li> </ul>	
20(Wed.)	Lecture: Course Completion <ul style="list-style-type: none"> <li>Course Overall Review</li> <li>Course Comprehension Test (50 Questions, 90 minutes, Multi-choice, Open Text)</li> </ul>	Lecture: Course Completion <ul style="list-style-type: none"> <li>Feed-back on Course Comprehension Test</li> </ul> Wrapping-up the Training Program <ul style="list-style-type: none"> <li>Program Completion Ceremony “Happy Program and Project Management for the Participating Countries”</li> </ul> Closing Ceremony
21(Thu.)	(Departure from Japan)	

## AOTS Tokyo Kenshu Center

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