

BANGLADESH INSTITUTE OF MANAGEMENT (BIM)



(Ministry of Industries) 4, Sobhanbag, Mirpur Road, Dhaka <u>www.bim.gov.bd</u>

Ref:36.07.0000.012.29.006.23 Date: 19-06-2023

Sub: 3-Days course on Project Management.

Dear Sir/Madam,

It is our pleasure to let you know that Bangladesh Institute of Management (BIM) is going to conduct a 3 (three) days training course on **Project Management at** its Dhaka campus during **September 21-23**, **2023, batch#87.**

In this regard, nomination(s) to the training course from your organization(s) shall be highly appreciated. For further details, please feel free to contact.

Thanking you.

(Dr. Engr. Mamunur Rashid) Senior Management Counsellor and Head, Production Management Division & Course Coordinator 01712-700412; mamun87245@gmail.com

То

Project Management

BACKGROUND OF THE COURSE

The purpose of this training course is to provide competency-based training to enable participants to develop a comprehensive understanding of the knowledge and skills about the modern system of project management process and how to obtain competitiveness in market by project management.

OBJECTIVES

The course is designed to provide the concepts and techniques of real project preparation to project management. It is expected that after the successful completion of the course, participants will be able to:

- Understand the theoretical fundamentals of the project management.
- Give a general description of the management using, as appropriate, typical examples.
- Understand and interpret the analysis results and apply knowledge in a practical manner.
- Gain insight to procedural aspects of obtaining certification of PMP.

COURSE OUTLINE

- Inauguration, Registration, Sharing course outline.
- Project Concept; Project Development Cycle; Project Identification and developing project need statement.
- Project Generation & Selection; Steps of Analysis; Exercise on Problem Tree, Objective Tree and Assumptions.
- Concept and Techniques of Monitoring and Evaluation.
- Project Planning and Control, Scheduling, Resource
- Allocation; Critical Path Analysis (CPM); Program Evaluation and Review Techniques (PERT) and Earned Value Management (EVM) and Exercise on CPM, PERT and EVM.
- Project Planning, Scheduling and Controlling; Factors to Consider When Crashing A Project; Steps in Project Crashing and Time Cost Trade Offs

- Real Life Project on Project Proposal Preparation
- Project Appraisal and Evaluation
- Relevant Exercise
- Certificate awarding and course closing and evaluation

WHO SHOULD ATTEND

This course is suitable for all level of managers and executives employed in Public sector, NGOs, Private and others organizations who are directly or indirectly involved with any project or project nature activities management and willing to develop their career as professional on project management.

ELIGIBILITY FOR THE COURSE

 Any individual, graduate from any discipline working in private, public and NGO or selfemployed.

METHODOLOGY

Lecture, group discussion, Exercise, Case Study, Practical Demonstration etc.

DURATION: September 21-23, 2023 TIMING: 09:00 – 17:30 hrs

VENUE: BIM, 4Sobhanbag, Mirpur Road Dhaka – 1207.

FEES: Tk. 7,000/- (Seven thousand) excluding VAT and Tax.

per participants which include refreshment, course materials etc. (payment should be made by Cross Cheque/Bank Draft/Pay Order in favor of Director General, BIM, Dhaka (Sonali Bank Ltd, Lalmatia, Dhaka, A/C No.4416-43300-9783 in favor of DG, BIM)

LAST DATE OF REGISTRATION: September 20, 2023 COURSE ASSOCIATE:

Most. Shamsunnaher Khatun Stenographer Cum-Computer Operator Bangladesh Institute of Management (BIM) 4, Sobhanbag, Mirpur Road, Dhaka-1207. Contact No: 01797550394. shamsunnaher091@gmail.com

RESIDENTIAL FACILITY

Limited Residential facility is available for those who are from outside Dhaka.

BANGLADESH INSTITUTE OF MANAGEMENT

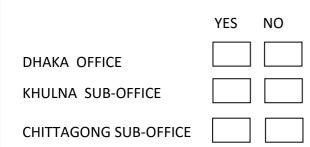
4, Sobhanbag, Mirpur Road, Dhaka-1207.

SAMPLE NOMINATION FORM

- 1. Name (Block Letter) :
- 2. Mailing Address : (With Phone No.)
- 3. Permanent Address :
- 4. Date of Birth :
- 5. Nationality :
- 6. Education :

Year Institute Degree Div./Class

- 7. Training : (in order of recency)
- 8. Experience : (in order of recency)
- 9. Name of the Nominating Organization:
- 10. Accommodation in BIM Hostel :



11. Approval / Signature of the Nominating Authority:_____

ADDRESS BIM DHAKA OFFICE

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ফ্যাক্স: +৮৮০২-৫৮১৫২৪৭৬ <u>bim@bim.gov.bd</u> Fax: +88-02-58152476 www.bim.gov.bd

BIM CHITTAGONG CAMPUS

Chandgaon Residential Area Post: Chandgaon Chittagong. 2 +8802334470332 www.bim.gov.bd

BIM KHULNA CAMPUS

Boira Main Road Boira Khulna ≇ +8802477702391 www.bim.gov.bd **3 Days Long Training Program on**

PROJECT MANAGEMENT

September 21-23, 2023



BIM গণপ্রজাতন্ত্রী বাংলাদেশ সরকার বাংলাদেশ ইনস্টিটিউট অব ম্যানেজমেন্ট BANGLADESH INSTITUTE OF MANAGEMENT 4, Sobhanbag, Mirpur Road, Dhaka-1207. www.bim.gov.bd