Philippines Training of Trainers on Project Management & ICTD (Primer Series Programme)

- AIDE MEMOIRE -

Date and Location |

26–27 June 2019

DICT Building, C.P Garcia Ave., Diliman, Quezon City, Philippines

Organized by |

United Nations Asian and Pacific Training Centre for Information and Communication Technology for Development (UN-APCICT/ESCAP) & the Department of Information and Communications Technology, Philippines

BACKGROUND

The United Nations Asian and Pacific Training Centre for ICT for Development (UN-APCICT/ESCAP) was established in June 2006 as a regional institute of the Economic and Social Commission for Asia and the Pacific (ESCAP). Based in Incheon, Republic of Korea, the Centre has a mission to build the human and institutional capacity of the 62 ESCAP member and associate member States to use information and communication technology (ICT) for sustainable development.

Since its inception, APCICT has designed and executed impactful ICT for development (ICTD) capacity building programmes to bridge the digital divide. The Centre's inaugural flagship training programme is the **Academy of ICT Essentials for Government Leaders** ('Academy'), which aims to impart training to policymakers and government officials on leveraging the potential of ICTs for achieving sustainable development. Recognizing the potential of students and youth to contribute to national development efforts, APCICT launched its second flagship programme called **Turning Today's Youth into Tomorrow's Leaders** to impart key knowledge on ICT for Development (ICTD). Under this programme the *'Primer Series on ICTD for Youth'* was created to help educators fill the gap in ICTD coverage in university curricula. The Primer Series is intended for students from both technical and non-technical backgrounds, and is flexible enough for use in different national contexts.

Since its launch in February 2012, the first issue of the Primer Series, "An Introduction to ICT for Development" has been rolled-out in 14 countries and introduced in 2 sub-regions. Subsequently, additional Primer Series were developed in response to the demand and feedback of APCICT partners and member States. These include Primer Series 2 on "Project Management and ICTD", Primer Series 3 on "ICT for Disaster Risk Management", Primer Series 4 on "ICT, Climate Change, and Green Growth", and Primer Series 5 on "Exploring Social Media's Role in Development".

On 26-27 June 2019, APCICT will organize a National TOT on Primer Series 2: Project Management and ICTD in Manila, Philippines, in collaboration with the Department of Information and Communications Technology. The TOT aims to build capacities of educators and university administrators on how to leverage ICT in project planning and management, in the context of promoting sustainable development. It will further strengthen the capacity of faculty members to deliver training and act as champions for the introduction of Primer Series 2 within curricula.

OBJECTIVES

The objectives of the TOT are the following:

- Enhance awareness among educators and administrators of universities in the Philippines on the role of ICT for sustainable development;

- Deliver training on the content and pedagogical methodology of the Primer Series 2 for future resource persons;

- Provide an invaluable opportunity for the exchange of experiences and knowledge among trainers from different institutions/universities; and

- Strengthen existing partnerships and build new ones in order to extend the reach and impact of the Primer Series 2.

PRIMER SERIES 2: PROJECT MANGEMENT& ICTD

<u>Background</u>

This Primer provides fundamental concepts and tools utilized in project planning and management. It discusses general concepts and tools in project management for development, as well as the use of general computer applications. The Primer also looks into the use of ICTs in managing projects, and delves into tools and techniques for managing ICTD projects.

<u>Learning Objectives</u>

- Introduce participants to essential concepts in project management, in the use of ICTs in management, and in managing ICT projects for development;

- Provide the project management phases and processes, disciplines and knowledge areas and the basic tools and techniques commonly used in relation to different international reference standards for the management of ICTD projects;

- Enhance understanding of project planning and management concepts and applications through instructive features such as case examples and exercises, summaries, discussion questions and list of useful resource materials; and

- Describe the project management profession in the context of development and ethics, and the importance of leadership, teamwork, communication, and stakeholders' participation in managing change.

<u>Learning Outcomes</u>

Through this TOT, participants will be able to:

- Identify the general concepts of project management, the phases in the project management cycle, and the different tools and techniques available for each phase of the project management cycle;

- Explain the importance of project management for any type of project and how these are used to promote socio-economic development;

- Understand the role of project managers and the importance of working as a team in promoting change in the organisation and in the community at large;

- Describe the different approaches, tools and techniques used to manage ICTD projects; and how ICTs are used in project management; and

- Develop a simple project management plan in the context of development; and use project management and ICT tools as a method for advancement.

About the Trainer

Maria Juanita R. Macapagal has over 20 years of work experience in development management encompassing project planning, implementation, monitoring and evaluation, and capacity building in various development fields. She has helped implement institutional strengthening strategies in the private sector and in government and non-governmental organizations in the Philippines and in other parts of South-East Asia. She has also worked as a consultant for CIDA-funded projects, such as the Electronic Governance for Efficiency and Effectiveness project, Policy Training and Technical Assistance Facility, and the Philippines-Canada Cooperation Office.

PARTICIPANTS

Approximately 40-45 participants comprising professors and educators from institutions of higher learning in the Philippines.

AGENDA

26 June 2019

Time	Description
08:30 – 09:00	Registration
09:00 – 09:30	Opening Ceremony • Welcoming Remarks • Session Overview • Introduction of Participants • Group Photo
09:30 – 10:45	Session 1: Primer 2 Overview and Introduction to Project Management This session will present an overview of project management in the context of information and communication technology for development (ICTD) framework. Trainer participants will be informed about the structure of the material and that after receiving training on this module, students should be able to identify the general concepts of project management, the phases in the project management cycle, and the different tools and techniques available for each phase of the project management cycle; explain the importance of project management for any type of project and how these are used to promote socio-economic development; discuss the role of project managers and the importance of working as a team in promoting change in the organisation and in the community at large; and understand how to use project management and ICT tools in the context of development.
10:45 – 11:00	Coffee Break
11:00 – 12:30	Session 2: Project Management Approaches and Processes This session aims to introduce various approaches in ICT project management, with different management phases and processes. It also highlights the importance of data collection and analysis as well as the use of template tools for efficient and effective project management.
12:30 – 14:00	Lunch
14:00 – 15:30	Session 3: Project Initiation and Formulation – Tools and Techniques

	This session aims to present Project Cycle Management (PCM) approach, with emphasis on how project life cycle can be applied in ICT projects. It also discusses the milestones for project initiation phase, as well as basic tools and techniques. Hands-on exercises will be used to enhance the participants' understanding.
15:30 – 15:45	Coffee Break
15:45 – 17:00	Session 4: **Project Planning – Tools and Techniques** This session aims to introduce how to plan ICTD projects. In particular, it discusses how to phase outputs and milestones, and use various tools and techniques, particularly in relation to the detailed preparation of project plans and the project Monitoring and Evaluation (M&E) phase

27 June 2019, Thursday

Time	Description
08:30 – 09:00	Registration
09:00 – 10:30	Session 5: **Applications in ICT Projects: Understanding Systems Development Projects and Requirements** This session provides an understanding on how to apply project planning tools and techniques to ICT projects, control constraints and manage discipline concerns of non-ICT and ICT projects. The session will focus on systems development and requirements analysis that require equal emphasis in ICT project development and management. Exercises will be used to elicit knowledge base and understanding on the topic and provide case examples to show connection of the requirements to stakeholders' needs.
10:30 – 11:00	Coffee Break
11:00 – 12:30	Session 6: Continuation of Session 5: Systems Development and Requirements Analysis
12:30 – 14:00	Lunch
14:00 – 15:15	Session 7: Project Implementation, Monitoring & Evaluation, and Project Completion This session aims to present key features of and common issues in project implementation and completion phases with particular emphasis on M&E. Case exercises will be used to leverage discussion among participants and enhance their learning outcomes.
15:15 – 15:45	Coffee Break
15:45 – 17:00	Session 8: Lessons and Good Practices in ICTD Project Management This session introduces ethical issues in project management and how project

	managers can ensure sustainability of ICTD projects. Key issues and challenges of ICTD project management will also be discussed. Lessons and good practices will be presented to summarize and conclude the sessions on Primer 2.
17:00 – 18:00	Wrap-up and Closing