

MINISTRY OF FINANCE, ECONOMIC PLANNING AND DEVELOPMENT

Circular No 1 of 2023

Our Ref: CAP/PROJ/PMTCM/DOC

12 January 2023

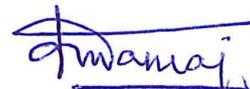
From: Financial Secretary

To: Supervising Officers-in-Charge of Ministries/Departments

Workshop on Project Management

In the Annex to Budget Speech 2022-2023, it was announced that with a view to improving public procurement, bringing efficiency in public spending and ensuring timely implementation of capital projects, the Procurement Policy Office (PPO) in collaboration with the University of Technology Mauritius (UTM) will provide training on project management and contract administration for public officers involved in capital projects.

2. In this connection, the Ministry of Finance, Economic Planning and Development has, in collaboration the University of Technology, Mauritius, organized a workshop on Project Management and Contract Administration spanning over three days and to be run in three batches from 8TH March to 23th March 2023, as per **Annex I**. The workshop will be held at Ravenala Attitude Hotel, Balaclava. The workshop Programme is at **Annex II**.
3. All costs of participation will be met by the Ministry of Finance, Economic Planning and Development.
4. You are requested to nominate one senior officer (*not below the rank of Deputy Permanent Secretary*) from your Ministry/ Department and one from each institution(s) falling under your purview, who are responsible to manage capital projects, to participate in the workshop.
5. The duly filled registration form as per **Annex III** should be submitted to pimu@govmu.org copy to pposecretariat@govmu.org at **latest by Friday 20 January 2023**. For any additional information, please contact Mrs Jeneeta Babajee Babboo and Mr Herve Philippe Arlandoo on telephone number 260 5580.
6. Supervising Officers are hereby requested to ensure that officers as well as employees in institutions operating under its aegis who are nominated for the workshop are released to attend the workshop accordingly.



D.D. Manraj, GOSK
Financial Secretary

A. Summary:**Start: 08:30am, End: 05:30pm**Theory (Hrs): $660/60 = 11$ (49%)Practical (Hrs): $690/60 = 11.5$ **(51%)** with **engaging contents**Total = 22.5 hours plus 4.5hrs breaks (lunch=3hrs, coffee breaks 1.5hr) = 27hrs **(9hr/day x 3 days = 27hrs)****B. Accreditation:**

27 PDUs/Contact Hours

| | | |
|---|--|---|
| Ways of Working (Technical PM) 765/1,350 (57%) | Acumen (Strategic PM) 405/1,350 (30%) | Power Skills (PM Leadership) 180/1,350 (13%) |
|---|--|---|

C. Requested THREE classes in 2023:

We are happy to propose the following three set of dates:

1. 8-10 March 2023 (Wed-Fri), with **Checkpoint Meeting on Monday, 13Mar23, 10am @UTM on Batch 1 Feedback**
2. 15-17 March 2023 (Wed-Fri)
3. 20, 21 & 23 March 2023 (Mon, Tue, Thurs), 22Mar23 is a PH.

MOFEPD/PPO

**Customized ePMIS-centric
PROJECT MANAGEMENT ePMIS Workshop
(Project/Contract Management)**

UTM PLC Masterclass

Customized ePMIS-centric PROJECT MANAGEMENT ePMIS Workshop

PPO Proposal for topics to be addressed during Senior Officials workshops

Project Management

1. Introduction to Project Management and Practice;
2. In-depth explanation on Project Management cycle;
3. Preparation of project charter;
4. Role of Project Manager;
5. Tools for project management;
6. Risk analysis and mitigation measures; and
7. Estimating, tracking, monitoring and maintaining Budget.
8. Communication tools and method between Project Manager and Public Body or Project manager and stakeholders.

Contract Management

1. Preliminary site activities;
2. List of activities;
 - a. Preparation of Critical path analysis;
 - b. Presentation in Gantt chart;
- 3 Methodology for payment;
- 4 Activities associated with Completion of project;
- 5 Commissioning of project;
- 6 Performance report; and
- 7 Post implementation review.

EPMIS

Case studies and practical exercise on EPMIS.

Customized ePMIS-centric PROJECT MANAGEMENT ePMIS Workshop

| Day | Topic | Learning Outcome | Learning Duration (min) | ePMIS | Practical Duration (min) | Remark |
|--------------------|---|--|-------------------------|--------------------------------------|--------------------------|---|
| Day 1 0830-0930 | Introduction to Project Management and Practice | PM Overview PM Concepts PM Terminology Outcome-based Delivery | 45 | C-level Dashboards Monitoring 5.0 | 15 | PM Redefined |
| Day 1 0930-1030 | In-depth explanation on Project Management cycle; | Project Lifecycle Process Group GOM Project Stage | 45 | ePMIS Project Lifecycle | 15 | PM Lifecycle/Templates |
| 1030-1045 | Coffee Break | | | | | |
| Day 1 1045-1145 | Preparation of project charter | Project Charter Project Information Project Stakeholder | 45 | Walkthru of Project Information Page | 15 | PC Authorization |
| Day 1 1145-1230 | Role of Project Manager | Project Manager Resp/RASCI Collaborative Leadership | 30 | Creation of new project information | 15 | PM RASCI |
| 1230-1330 | Lunch Break | | | | | |
| Day 1 1330-1430 | PM5.0 | New expectations of PM in Industry 5.0 | 60 | New Trends & Expectations | 0 | New PM MO |
| Day 1 1430-1530 | Tools for project management Part 1 | Understanding of ePMIS | 0 | Overview of ePMIS | 60 | ePMIS Internalization (Group Work Part 1) |
| 1530-1545 | Coffee Break | | | | | |
| Day 1 1545-1730 | Tools for project management Part 2 | Understanding of ePMIS | 0 | Overview of ePMIS | 105 | ePMIS Internalization (Group Work Part 2) |

Customized ePMIS-centric PROJECT MANAGEMENT ePMIS Workshop

| Day | Topic | Learning Outcome | Learning Duration (min) | ePMIS | Practical Duration (min) | Remark |
|--------------------|---|---|-------------------------|---|--------------------------|--|
| Day 2 0830-0845 | Reflection | Recap Key PM/ePMIS Concepts | 15 | Nil | 0 | Recap foundation pointers |
| Day 2 0845-0945 | Risk analysis and mitigation measures | Risk Identification Risk Mitigation Strategy Risk Realization (Risk to Issue) | 30 | Reporting of Risk & Issue | 30 | PM Risk Identification & Mitigation |
| Day 2 0945-1045 | Estimating, tracking, monitoring and maintaining Budget | Budget Estimating Technique Budget Monitoring Technique | 30 | Update of Initial Budget Update of Monthly Actual | 30 | Project Budget estimation Project Budget monitoring & controlling |
| 1045-1100 | Coffee Break | | | | | |
| Day 2 1100-1230 | Communication tools and method between Project Manager and Public Body or Project manager and stakeholders. | Project Communication Techqs Stakeholder Identification Stakeholder Analysis | 45 | Walkthrough of Project Progress Understanding of Project Reporting | 45 | PM Communication & Stakeholder management |
| 1230-1330 | Lunch Break | | | | | |
| Day 2 1330-1430 | PM Enablers (PMO5.0/PMIS5.0) | New enablers of PM in Industry 5.0 | 60 | New Enablers & Ways of Working | 0 | New PM MO |
| Day 2 1430-1530 | Preliminary site activities | Project WBS Project Milestone | 30 | Walkthru of project milestone | 30 | Project Initiating |
| 1530-1545 | Coffee Break | | | | | |
| Day 2 1545-1645 | List of activities; Preparation of Critical path analysis; Presentation in Gantt chart | Fast Tracking Crashing Understanding Gantt Chart | 30 | Update of Project Milestone Update of Project Delay | 30 | Project Schedule |
| Day 2 1645-1730 | Tools for project management Part 3 | Understanding of ePMIS | 0 | Overview of ePMIS | 45 | ePMIS Internalization (Group Work Part 3) |

Customized ePMIS-centric PROJECT MANAGEMENT ePMIS Workshop

| Day | Topic | Learning Outcome | Learning Duration (min) | ePMIS | Practical Duration (min) | Remark |
|--------------------|--|---|-------------------------|--|--------------------------|--|
| Day 3 0830-0915 | Introduction to Contract Management | Recap Key GOM Contract Management | 45 | Nil | 0 | Recap contract management pointers |
| Day 3 0915-1000 | Methodology for payment | Contract Type Contract Payment | 15 | Update of Contractor Information Update of Contractor Payment | 30 | Project Procurement |
| Day 3 1000-1045 | Activities associated with Completion of project | Contract Closure Project Closing Checklist | 15 | Report of Project Completion | 30 | Project closing |
| 1045-1100 | Coffee Break | | | | | |
| Day 3 1100-1130 | Commissioning of project | Project Handover Checklist Project Handover to Stakeholder | 15 | Report on Project Handover | 15 | Project Handover |
| Day 3 1130-1230 | Performance report | Contractor Evaluation Contractor KPI | 30 | Contractor Performance KPI | 30 | WPR, Monthly PSC |
| 1230-1330 | Lunch Break | | | | | |
| Day 3 1330-1430 | Leaders 5.0 (Resilience/Sustainability) | New PM Mindset | 60 | New Ways of Working | 0 | New PM MO |
| Day 3 1430-1500 | Post implementation review | Post Implementation Checklist Post Implementation Activities | 15 | Project Performance | 15 | PIR |
| Day 3 1500-1600 | Tools for project management Part 4 | Understanding of ePMIS | 0 | Overview of ePMIS | 60 | ePMIS Internalization (Group Work Part 4) |
| 1600-1615 | Coffee Break | | | | | |
| Day 3 1615-1730 | Groupwork Presentation Part 5 | Understanding of ePMIS | 0 | Overview of ePMIS | 75 | ePMIS Internalization (Group Work Part 5) |

Customized ePMIS-centric PROJECT MANAGEMENT ePMIS Workshop

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MINISTRY OF FINANCE ECONOMIC PLANNING AND DEVELOPMENT
in collaboration with PPO & UTM

**Nomination Form – Workshop on Project Management at Ravenala Attitude Hotel,
Balaclava**

Surname:

Other Name(s):

(Please select as appropriate)

Batch No.1: 08 March to 10 March 2023

Batch No. 2: 15 March to 17 March 2023

Batch No. 3: 20, 21 and 23 March 2023

Post held:

Ministry/ Organisation:

Address:

Tel No.:

Email Address:

Food Preferences: Veg **OR Non Veg** (Please tick on appropriate)

Car Plate No.: (if parking required).....

Signature : **Date:**

The Nomination Form should be submitted to pimu@govmu.org, copy to pposecretariat@govmu.org at latest by **Friday 20 January 2023**.

For any additional information, please contact Mrs Jeneeta Babajee Babboo or Mr Herve Philippe Arlandoo on telephone number 260-5580.