

20th July, 2013

The Director General
Nigeria Governors' Forum
NGF Secretariat, Asokoro
Abuja.

Attention:
Senior Admin Officer

DISCOVERY PROJECT MANAGEMENT TRAINING PROPOSAL

On behalf of Discovery Cycle Professionals, I express my sincere gratitude to your organisation for making out time to attend the tea meeting on Project Management.

Sequel to the meeting, kindly find attached, proposal for the provision of **Discovery Project Management Training** for staff of your organisation.

We await your formal response on the above subject matter.

Please accept the assurances of our esteem.



Ayo Ayinde
Senior Team Lead
Organisational Resource Development



DISCOVERY PROJECT MANAGEMENT ACADEMY

TRAINING ON METHODOLOGY AND CERTIFICATION

(A PRACTICAL APPROACH)

Learning and Development | Project Management

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1.0 BACKGROUND

With all the factors militating against the successful completion of various projects and in the face of the economic reality of limited funding, one universally agreed remedy to ensuring successful completion of projects is the use of professionals in the management of projects and the education of all parties (especially the project team) in project management international best practices.

This is a training framework on the methodology of Project Management as standardised by the Project Management Institute.

2.0 TRAINING OBJECTIVES

At the end of the training, participants would have acquired key skills and should be able to:

- Develop
 - o Business/Project Case
 - o Project Schedule
 - o Cost budgets
 - o Proposals & Concept Notes
 - Acquire skills necessary for Strategic Business Sourcing (International & Local)
 - Acquire basic skills in Corporate Financial Management
 - Define requirements, clearly to meet needs, including where appropriate, performance-based outcomes and setting performance standards.
 - Formulate the key features of a risk/opportunity management process
 - Create a requirement development process that provides traceability back to user-defined capabilities
 - Formulate the key features of the Test and Evaluation (T&E) program/project, including modelling and simulation
 - Understand the relationship between the various processes in a project
 - Institute and maintain project management methodologies in the management of the organisation's projects.
 - Acquire skills in Contract/Procurement Management, Quality Management, Human Resource Management.
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3.0 TRAINING DETAILS

3.1 Course Content

The certification would address core issues in managing projects through different course modules that include but not limited to the following core knowledge areas:

- Risk Management
- Scope Management
- Cost Management
- Time Management
- Quality Management
- Procurement Management
- Human Resource Management
- Communication Management
- Project Integration Management
- Professional Code Of Ethical Conduct

The courses that would be covered in this training include all courses delivered in the PMBOK.

3.2 Brief on the Methodology: Project Management Body of Knowledge

Project Management Professional (PMP) as offered by the Project Management Institute is a well-established and recognised certification programme for those wishing to adopt this methodology. It adopts the principles of good project management to avoid the problems identified above and so helps to achieve successful projects.

The training would be based on Project Management Institute (PMI) standards as detailed in the PMBOK. The PMBOK Guide is an internationally recognised standard for project management professionals. It offers non-proprietary best-practice guidance on project management. The certification offered by the PMI for project team is the PMP (Project Management Professional).

PMP provides benefits to the managers and directors of a project and to an organisation through the controllable use of resources and the ability to manage business and project risk more effectively. PMP embodies established and proven best practices in project management. It is widely recognised and understood, providing a common language for all participants in a project. PMP encourages formal recognition of responsibilities within a project and focuses on what a project is to deliver, why, when and for whom.

3.3 Training Method

Participants are prepared to understand and adopt the project management methodology in their work and also enable them to take and pass the PROJECT MANAGEMENT PROFESSIONAL exams. To achieve this we adopt hands-on practical in combination to the theoretical requirements.

3.4 Training Locations

- Standard onshore training locations:
 - **Abuja**
(Jabi Terraces – A4,
Plot 756 Abubakar Usman Street,
Off I.T Igbani Street (By Jabi Upstair)
Jabi, Abuja, FCT)
 - **Port Harcourt**
 - **Nasarawa**
 - **Calabar**
- Off shore training locations: Washington DC, Ghana, UK, Dubai

3.5 Resource Persons

The training would be done by certified professionals in project management who have acquired the relevant experience over the years. Experts in Risk, Quality, HR and Procurement Management etc. would also be utilised to ensure all Knowledge Areas are professionally covered.

3.6 Duration of Training

Standard training requires a minimum of thirty five hours (35 Hours) of training. This can be achieved through

- **Five (5) week-day course (9am – 5pm weekdays)**
- **Four (4) intensive weekend program (9am – 5pm Saturdays only)**

However, other structures can be adapted to suite the intended participants.

4.0 PRICING

Our pricing are moderate and convenient. We would be glad to further discuss this with you but below are our standard pricing:

DESCRIPTION	AMOUNT
Company Sponsored	
More than 30 trainees	N50,000.00 per participant
Above 10 trainees but less than 30	N65,000.00 per participant
Less than 10 trainees	N75,000.00 per participant
Non Company Sponsored	
Single Participant	N70,000.00

The above pricing does not include accommodation and transportation. Off shore trainings are charged at a higher fee.

4.1 Breakdown of Training Fee

The fee includes the following:

- Training materials:
 - Writing materials: Folders, Jotters, Pen etc.
 - A Microsoft Project Software training video.
 - Softcopy of other materials: Class presentation, books, sample materials, manuals etc.
 - Refreshment: This includes tea break and lunch
 - Internet Access

4.2 Account Details

Account Name: The Discovery Cycle Limited
Bank Name: First Bank of Nigeria
Account No.: 2020875721
Sort Code: 011087274

5.0 ABOUT US

Discovery Cycle Professionals (DCP) is a global network of experienced academics and consultants assembled to provide world-class knowledge-based services globally. Discovery Cycle has diverse experience across different professional networks. We offer a wide-range of professional services including: Local and International Trainings, Strategy, Recruitment, Audits and Assurance Services, Tax Consulting, Tax Dispute

Resolution, Financial Advisory Services, Corporate Intelligence, Forensics, Litigation and other Legal Services, Corporate Finance & Strategy etc.

Some of our projects include:

- **Code of Conduct Bureau:** Designed and implemented the Technical and Administrative Provisions of the "Code of Conduct Bureau Compliance Training Programme for Public Officers" across the federation (All Federal Ministries, Departments and Agencies (MDAs); 36 States + FCT; and 774 Local Governments). Over 4 million Public Officers are expected to be trained at the end of the project.
- **Nigeria Governors' Forum (NGF) 1st State Peer Review:** Policy Consultant and Advisers that conducted the 1st State Peer Review on Internally Generated Revenue (IGR). We have concluded the peer review across the 36 States and the development of benchmarking indicators in conjunction with Department for International Development (DFID).
- **Nigeria Extractive Industries Transparency Initiatives (NEITI):** Consultant to NEITI on the engagement of Sub-national Governments for the Resource Disbursement and Application Audit across the 36 States of the federation.
- **Nigeria Ports Authority:** Comprehensive modern security training for all Officers and Operatives of the Nigeria Ports Authority across all locations (Lagos, Warri, Calabar and Port-Harcourt). Also included training on the International Ship and Port Facility Code.
- **Nigeria Postal Service (NIPOST) /NETPOST Limited:** Project Consultant for the total set-up/establishment of NETPOST MICRO FINANCE BANK LIMITED with branch network across over 3,600 Post Office Complexes in Nigeria.
- **Office of the Special Adviser to the President on Special Duties and Social Development Matters:** Project Adviser and Technical Partners on the 1st Evaluation of the Social Development Sector in Nigeria covering 10 thematic areas across (Health; Housing; Environment; Women and Youth Development; Labour; Information; Sports; Social Justice and Security; Tourism and Education) across the 36 States + 774 Local Governments.
- **United National Development Programme (UNDP):** Nigeria Human Development Report (NHDR) (2008 – 2009: The main objective of the report was to achieve growth with equity in Nigeria. Discovery Cycle Professionals made inputs into the Nigeria Human Development Report 2008 – 2009 and Discovery Cycle Professionals was also a discussant/reviewer of the policy dialogue for the NHDR across the six geo-political zones.

- **Abuja Investment Company Limited (AICL):** Discovery Cycle Professionals is currently assisting AICL in the deployment of an e-Revenue Management Solution across its eight (8) subsidiary companies within the FCT.
 - **Abuja Market Management Limited (AMML):** Discovery Cycle Professionals is currently assisting AMML in the deployment of an e-Revenue Management Solution and Access Control within the 11 FCT owned markets and shopping complexes.
 - **Abuja Market Management Limited Micro Finance Bank (AMML MFB):** Project Consultant for the total set-up/establishment of the AMML MFB.
 - **Office of the Special Adviser to the President on Special Duties and Social Development Matters:** Discovery Empowerment Scheme for National Youth Service Corps (NYSC), a technical assistance programme.
 - **National Internal Revenue Generation & Diversification Project (NIRGDP):** This is a project of the Nigeria Governors' Forum (NGF) in collaboration with Discovery Cycle Professionals focused on the diversification of non-oil sources of revenue across the 36 states. It is part of the final recommendations of the "1st National Round-Table Strategy Session on IGR for the 36 State Governors" organised by the Nigeria Governors' Forum.
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CONTACT INFORMATION

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