



Project Management Training & Workshops

A blended approach to learning project management designed to fit your organization needs and unique environment

PM4DEV Tailored On Site Training Services

Information Sheet for Clients

This briefing note will give you an idea of the cost of the service and the kind of information that we need to help you plan your event.

A. Information we need

To help us prepare a quotation and/or proposal, please provide the following preliminary information:

1. *What sort of training event(s) do you have in mind?*
 - Fundamentals of Project Management for NGOs: Getting the Basics Right (2 days)
 - Project Management Cycle Management for NGOs: (2 days)
 - Mastering Project Management: Management Processes (3 days)
 - Advanced Project Management (2 days)
 - Project Management Workshop (2 days)

2. *Who needs to be trained?*
 - Project Management staff?
 - Project Managers?
 - NGO management?
 - Roughly how many participants will attend the event?

3. *When do you plan to hold the event?*

4. *Where do you plan to hold the event?*

B. Terms of reference:

We will provide you with full terms of reference as part of the formal quotation, but please note that our main requirements are that you organize:

- Advance payment of a deposit of 50% of the course fee to secure booking of our facilitators
- Training facilities and equipment suitable for participatory-style group training.
- Lunch/refreshments for participants and facilitator.

Our Training Services

- Accommodation and local transportation for the facilitator during the event.

PM4DEV will provide:

- One facilitator for up to 20 participants
- Complimentary binders and pens; and certificates for each participant.
- A CD containing the training material and additional references
- End-of-course evaluation and a brief feedback report on the course.
- Follow up support to course participants via email/intranet
- Access to our Intranet to download additional documents and information relevant to the course

C. Training Fees

We calculate the course fee according to the number of days to be spent on course facilitation, number of participants, plus travel from the US. The table below shows our rates per standard course.

Course Code	Course Title	Up to 10 participants	Up to 20 participants
FPM	Fundamentals of Project Management (2 days)	\$3,000	\$5,000
PMC	Project Management Cycle (3 days)	\$5,000	\$7,000
MPM	Mastering Project Management (3 days)	\$5,000	\$7,000
APM	Advanced Project Management (2 days)	\$3,000	\$5,000
PMW	Project Management Workshop (2 days)	\$3,000	\$5,000

D. Further information

Please contact Paola Diaz, to discuss your in-house training needs.

Email: paola.diaz@pm4dev.com

Please visit our website for more information on our training service and freely downloadable resources materials: www.pm4dev.com