GEPM-375

Project Planning and Construction Management

What we are going to learn today:

- **Different steps in Project Planning.**
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- **Important Appointments.**

Steps in Project Planning

Following are the **8 steps generally recognized** in the planning process of a Project: (DED-EDT- CD)

- **Define** the objective(s)/goal(s) of the project in definite words.
- **Establish** targets, objectives, and strategies intermediate, to **attain the final goal**.
- **Develop** forecast and means of achieving objectivres/goals.

Steps in project planning (cont..)

- **Evaluate** organizational **resources** – financial, managerial and operational – to carryout activities, and to determine what is feasible or what is not.
- **Determine** alternatives, individual courses of actions that will be able to accomplish the goal.
- **Test** for consistency with company's policy.
- **Choose** an alternative which is not only **consistent** with its goals and concept but also one that **can be accomplished** with evaluated resources.
- **Decide** on a plan.

Question: Briefly describe the different steps generally recognized in the planning process of a project.

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Important Appointments/ Committee in Project Management

Project Director

- **True leader** is at the strategic level.
- Responsibility is to **complete the each project** on **schedule**, within the **budget** and **scope** of the project.
- Responsible for **day-to-day management** on **behalf of the project owner** to ensure that the desired project goals are achieved.

Program Manager

- **Responsible for all related projects** under one common program.
- **All project managers are accountable** to the program manager.
- Manages the **program budget, monitoring costs** against the **benefits presented and realized** as the program progresses.

Project Sponsor

- Also called an **investor.**

- Has **ultimate authority** over the project.

- **Provides funding**, **resolves issues**, and **changes in project scope**, **approves key deliverables**, and **makes high-level decisions**.

- **Ensure the success** of the project.

- Primarily concerned with **ensuring that the project achieves** the agreed business benefits.

Project Manager

- **Bringing all project teams together** and ensuring that they can perform specialized tasks within the required time.

- **Apply the methodology approved** by the company to work on the project.

- **Project control**, which involves **monitoring the entire project**, such as **quality, schedule, budget, communication with stakeholders, and changing project plans** if they do not meet their goals.

Functional manager:

- **Directly affiliated with an organizational unit**, **with specific skills** that must meet the stated goals of the project, and has **managerial authority** over it.

- **Convey the information to the team** so that the team understands correctly what is expected of them.

- **Evaluate the overall performance**, as well as proposals for the allocation of resources.

Project Steering Committee (PSC)

•Steering Committee is a **group of high-level stakeholders** responsible for **the guidance** of overall strategic leadership and is the **highest decision-making body**.

•**Senior most member of the steering committee is the chairman** of the PSC.

Notification

The Government of the People's Republic of Bangladesh is pleased to constitute the following Steering Committee for the project "Urban Resilience Project: (URP)":

1	Secretary, Planning Division & Member, Programming Division	Chairperson
2	Secretary, Finance Division, Ministry of Finance	Member
3	Secretary, Economic Relations Division, Ministry of Finance	Member
4	Secretary, Local Government Division, MOLGRDC	Member
5	Secretary, Ministry of Disaster Management and Relief	Member
6	Secretary, Ministry of Home Affairs	Member
7	Secretary, Ministry of Housing and Public Works	Member
8	Secretary, Implementation Monitoring and Evaluation Division	Member
9	Chief, Programming Division, Planning Commission	Member
10	Chief, SEI Division, Planning Commission	Member
11	Chief, GED, Planning Commission	Member

12	Chief, Physical Infrastructure Division, Planning Commission	Member
13	Director General, PCMU, Programming Division, Planning Commission	Member
14	Director General, Department of Disaster Management (DDM)	Member
15	Chairman, Rajdhani Unnayan Kartripakka (RAJUK)	Member
16	Chief Executive Officer, Dhaka North City Corporation (DNCC)	Member
17	Chief Executive Officer, Dhaka South City Corporation (DSCC)	Member
18	Chief Executive Officer, Sylhet City Corporation (SCC)	Member
19	Director General, Fire Service and Civil Defence Department	Member
20	Joint Chief-2, Programming Division, Planning Commission	Member
21	Director (Training, Coordination and Procurement), PCMU, Programming Division, Planning Commission	Member Secretary

ToRs of PSC of Urban Resilience Project

2. Terms of Reference (ToR) of the PSC is as follows:

a) The PSC will oversee the implementation of the URP Project.

b) The PSC will review the project activities and consultants' reports regarding monitoring and evaluation.

c) The PSC will provide overall policy and strategic guidelines for the Project.

d) The PSC will review annual work plan of the project.

e) The PSC will look into the matters and issues that need to be resolved for smooth project implementation.

f) The PSC meeting will be held at least once in every 3 months.

g) The PSC may co-opt any other member, if needed.

Project Implementation Committee (PIC)

•Committee formed **by the senior members of the organization** where projects are implemented.

•**Head of the organization** normally chaired the committee.

•Members of other **concerned organizations** also present.

Project Implementation Committee (PIC)

1.	Vice-Chancellor	National University (NU)	Chairman
2.	Pro-Vice-Chancellor	National University (NU)	Member
3.	Director General	Directorate of Secondary and Higher Education (DSHE)	Member
4.	Dean (Post Graduate Studies, Training & Research Centre)	National University (NU)	Member
5.	Deputy Chief (Planning-1)	Ministry of Education (MoE)	Member
6.	Deputy Chief (Education Wing)	Planning Commission (PC), Ministry of Planning	Member
7.	Deputy Secretary (Development)	Ministry of Education (MoE)	Member
8.	Representative from ERD (Not below the rank of Deputy Secretary)	Ministry of Finance (MoF)	Member
9.	Director (P & D)	University Grants Commission of Bangladesh (UGC)	Member
10.	Representative from IMED (Not below the rank of Director)	Implementation Monitoring & Evaluation Division (IMED)	Member

11.	Registrar	National University (NU)	Member
12.	Director (P & D)	National University (NU)	Member
13.	Director	National Academy for Educational Management (NAEM)	Member
14.	Director	NTRCA	Member
15.	Senior Assistant Chief	Ministry of Education (MoE)	Member
16.	Deputy Director (P & D)	National University (NU)	Member
17.	Project Director	Project Management Unit (PMU)	Member-secretary

Terms of Reference :

- Provide guidance and direction to the PMU for proper implementation of the project
- Review the implementation progress of the project
- Monitoring and evaluation of financial and physical progress of the project as per work plan
- The PIC will sit at least quarterly.

What we have learned today:

- Different steps in Project Planning.
- Important Appointments/Committee.

Thank You