

1. Presentation of *Prescriptor*®

Prescriptor® is a consulting firm. It sells useful and operational knowledge and know-how. It is therefore an intelligence firm. It primarily offers investment & project management advisory services. It also provides consulting services in strategy & portfolio management of projects and programs as well as engineering & economic intelligence. These services are provided to customers through four (4) practical *hard* or *soft* deliverables:

- **Advisory:** *Assistance to the project Owner, Assistance to the establishment of a Project and Programs Management Office, Direct Management of Project, Assistance to Rescue Troubled Projects, Advisory Notes, Expert Notice, Strategic Support, Technical Reviews, Analysis Reports, etc.;*
- **Studies:** *Strategic planning and Project selection, Project organizational studies, Project Audits, Project risk assessments, Audits of Organizational Project Management Maturity, Business Plans, Investment Studies, Development Impact Study of Projects, Post-mortem Evaluation of Projects, etc.;*
- **Technology Transfer:** *Specialized Services (Project Management with Service APMT® and Seminar PMTT®, Project Finance, Development Impact Analysis of a Project, etc.) Consulting-Seminars, etc. ;*
- **Information:** *Technical Analysis Papers, Professional books, etc.*

2. Challenges and objectives of the *Seminar PMTT*®

Projects and programs are central to the strategic and operational approach of the various public and private organizations. It is now recognized that the *successful selection, preparation, execution and closing of agricultural, industrial, infrastructure and organizational reforms projects* that will enable national, regional and international African organizations (*owners or delegated owners*) to substantially increase their performances and achieve their strategic objectives of economic and social progress.

The major concerns of owners of investment projects and their key stakeholders such as bankers, project managers and performing organisations are those focused on: **(i) the successful lifting of major obstacles that limit the speed, rhythm, scale and efficiency in the selection, preparation, financing and execution of projects and programs** (*the weak absorptive capacity of national and international available resources*) and **(ii) the control of scope, schedule, cost and quality constraints.**

The obstacle that seems to be most critical is related to *the observed inadequacies between the requirements of the roles and responsibilities induced by the various phases of project life cycle and skills required in project management.* Thus, these inadequacies are reflected in particular by:

- (i) the studies and lengthy procedures of project selection and initiation;
- (ii) the lack of codification and appreciation of the function of Project Manager or Project Director;
- (iii) the non rigorous design of project scope and inappropriate organization to project requirements;
- (iv) the non credible and unrealistic planning of projects notably with complacent schedules and often undervalued budgets;
- (v) the research, raising and the arrangement of project financing through ineffective procedures, resulting in extremely long timelines and uncertain results;



- (vi) the project implementation generally out of schedule with chronic budget overruns and technical performance not always satisfactory in terms of physical performance and earned value;
- (vii) projects partially completed or abandoned due to inadequate monitoring and controlling do not allow to take timely corrective actions;
- (viii) the endless processes and procedures of procurements or supplies related to project activities often without adequate response to risks;
- (ix) the procedures of disbursement of funds so endless because of the inadequate consideration of the bankers' requirements of non-objection.

To help increase the success rate of investment projects in Cameroon and Africa, *Prescriptor®* offers to various professionals with roles and responsibilities in project teams, a service specifically fitted to upgrade their project management competences (knowledge and skills) in line with international best practices. This is done through the *Seminar for Project Management Technology Transfer (Seminar PMTT®)*: "***How to conduct effective and successful Investment Projects.***"

The *Seminar PMTT®* will allow to each participant to acquire the essential competencies required to properly complete its role and responsibilities in project teams. The knowledge, processes, tools and techniques to be acquired are international best practices of project management as codified by the *Project Management Institute (PMI)* in *A Guide to the Project Management Body of Knowledge (PMBOK® Guide), Fourth Edition*, which is a globally recognized standard.

The *Seminar PMTT®* is an opportunity offered to actors of large projects to ultimately acquire the most efficient *Project Management Technology* in the world.

3. Professionals involved

The *Seminar PMTT®* is intended particularly to various professionals and officials involved not only as members of project selection, steering or supervision committees but also and especially as members of project teams. These include:

- Representatives of the owners or delegated owners;
- Presidents and members of project selection or steering committees;
- Project Managers or Project Directors;
- Contract managers;
- Project financing managers in banks and similar;
- Representatives of contractors;
- Contract Engineers;
- Representatives of performing organisations;
- Project technical managers;
- Project risk managers;
- Project quality managers;
- Project Procurements or supply managers;
- Presidents and members of tender boards of projects;
- Project costs and finance managers;
- Project communications managers;
- Project human resources managers;
- Project engineers and subject-matter experts (*architects, planners, surveyors, civil engineers, industrial engineering, etc.*).

4. Scope and duration of the Seminar PMTT®

The content described briefly below is held in four (4) days as a calibrated timing for better acquisition of the project management technology by the seminarians.

Parts	Scope
1. Fundamentals of Project Management	1.1. Project, project manager and Project Management 1.2. Project life cycle and organization 1.3. Standard for management of a project: PMBOK® Guide 4 th Edition.
2. Project selection and initiation	2.1. Conduct the selection of the project 2.2. Identify the project stakeholders 2.3. Develop and approve the project charter
3. Project planning	3.1. Develop project management plan 3.2. Collect project requirements 3.3. Define project scope 3.4. Create project Work Breakdown Structure (WBS Pro software) 3.5. Define project activities 3.6. Sequence project activities 3.7. Estimate project activity resources 3.8. Estimate project activity durations 3.9. Develop project schedule (WBS Pro, GANTT Pro and MS Project 2010 software) 3.10. Estimate project costs 3.11. Determine project budget 3.12. Financial planning of the project 3.13. Plan project quality 3.14. Develop project human resource plan 3.15. Plan project communications 3.16. Plan project risk management 3.17. Identify project risks 3.18. Perform project qualitative risk analysis 3.19. Perform project quantitative risk analysis 3.20. Plan project risk responses 3.21. Plan project procurements
4. Project execution	4.1. Direct and manage project execution 4.2. Perform project quality assurance 4.3. Acquire project team 4.4. Develop project team 4.5. Manage project team 4.6. Distribute project information 4.7. Manage project stakeholder expectations 4.8. Conduct project procurements

5. Project monitoring and control	5.1. Monitor and control project work 5.2. Perform project integrated change control 5.3. Verify project scope 5.4. Control project scope 5.5. Control project schedule 5.6. Control project costs 5.7. Project Financial control 5.8. Project Financial administration and records 5.9. Perform project quality control 5.10. Report project performance 5.11. Monitor and control project risks 5.12. Administer project procurements
6. Project evaluation and closing	6.1. Obtain formal and final acceptance of the project's product 6.2. Close project procurements 6.3. Close project

5. Package received by each participant

The package of technical documentation received by each seminarian includes:

- The basic content materials of the *Seminar PMTT®* in printed and electronic versions;
- *A Guide to the Project Management Body of Knowledge* (PMBOK® Guide), Fourth Edition, ANSI / PMI 99-001-2008, electronic version and following the accession as a member of *Project Management Institute* (PMI®)
- 750 situational questions to develop expertise in project management;
- The set of formulas used in project management;
- Templates of project documents directly usable by the project teams such as *the project charter, the project management plan, the risk register, the stakeholders register, etc.*
- Certificate of 36 hours of project management training is delivered at the end of the seminar and opens the way for PMP® (Project Management Professional) certification;
- An appropriate customized workbook with all elements of the package of each seminarian.

6. Location and conduct of the *Seminar PMTT®*

The sessions of the *Seminar PMTT®* are scheduled at the request of an organization for internal needs (*intra or closed session*) or at the initiative of *Prescriptor* (*inter or open session*).

Any closed or intra session of the *Seminar PMTT®* is conducted in the site (location and room) selected for this purpose by the requesting organization. The choice of the site is up to customer discretion. ***If you are interested in an intra session, a request form is made available in Annex 11 (ii).***

Any open session of the *Seminar PMTT®* takes place in an appropriate site for both the access and security, with a well-appointed, air conditioned and equipped room.

The technology transfer work takes place intensively during the four (4) days from 9:a.m to 6:p.m with one coffee-break, one simple-break and one diner-break from 1:p.m to 2:p.m.



7. Method of technology transfer

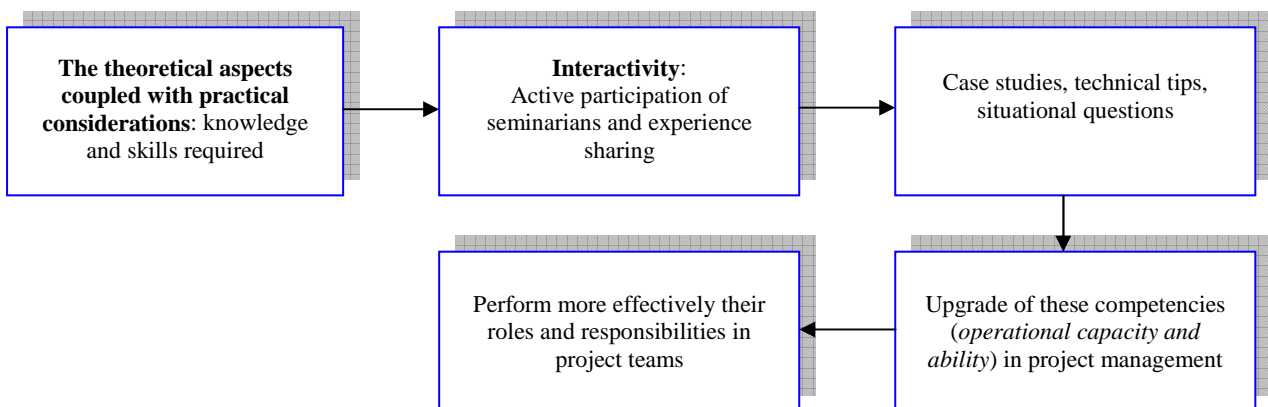
The work of technology transfer of the *Seminar PMTT®* is done using modern tools such as a computer, a projector and a high-speed Internet connection.

The theoretical aspects are coupled with practical considerations to stimulate the acquisition by the seminarians of knowledge and skills required for project management (*key concepts, processes, tools and techniques*).

Interactivity based on the active participation of seminarians and the sharing of experience is critical to fuel the process of technology transfer and acquisition. The participants are then regularly asked to be involved. In addition, a practical introduction to the international network of professionals in project management is made for access to the best technical resources available online, participate in online conferences and interact with peers of the five (5) continents.

The case studies, technical tips, situational questions on the performance of the roles and responsibilities in the projects switch seminarians to develop competencies (*operational capacity and ability*) in project management. This is the upgrade of these competencies that will enable seminarians once back in their workplace to be able to perform more effectively their roles and responsibilities in project teams.

Our method of technology transfer is structured as follows:



8. Cost and registration details

The participation fee for each seminarian is **CFAF 419 300 before taxes; that is CFAF 500,000 (five hundred thousand francs)** all taxes inclusive (VAT 19.25%) including coffee-breaks and package of seminarian. This fee does not include transportation and lodging.

Participation in an open session of *Seminar PMTT®* depends on the registration of each participant and the prior payment of participation fees on time. The registration form is attached hereto.

The registration of a seminarian shall become effective upon receipt of appropriate payment. In return, a letter of confirmation will be sent with an invoice.

Registration fees are payable not later than one (1) week (7 days) to the start date of the seminar.

The minimum number required to validate an open session of the *Seminar PMTT®* is set at ten (10) seminarians. Below these, *Prescriptor* reserves the right to postpone or cancel the session of the seminar. If canceled, the seminarians who have already made their payment will be refunded in full. However, the seminarian who wishes may request that his fees be deferred to one of the later sessions.

In addition, the participant who gives notice of withdrawal or cancellation not later than one (1) week before the start of the session at which he has subscribed will be refunded up to **75% of its payment and 25% being retained as a cancellation fee**. Beyond this period, registration becomes firm and final and no refund will be possible. Requests for replacement of the seminar participants are no longer accepted after the payment of registration fees.

9. Evaluation of the *Seminar PMTT®*

At the end of the seminar, an evaluation form is given to each participant to collect (i) the critical assessment of the seminar and (ii) complementary expectations and needs of acquiring competencies in project management.

The evaluation results will feed into the process of continuous improvement of the quality of the *Seminar PMTT®*.

10. Expert Instructors

The team of expert-instructors of *Prescriptor®* is wholly composed of PMP® (*Project Management Professional*) certified experts. They use the method of technology transfer described above and which is already proven in the framework of the service of *Assistance in acquiring the Project Management Technology - Service APMT®* that is dedicated to organizations.

The *Service APMT®* rely on an approach designed to the strict alignment of requirements and constraints of *acquiring and efficiently applying the Project Management Technology codified in the PMBOK Guide*. The aim of this service is two fold: (i) successfully complete the acquisition of the *Project Management Technology* by the candidate rewarded by the earning of PMP credential, (ii) switch the candidate's knowledge and skills for effective implementation of the *Project Management Technology* within its organization to increase performance in planning and executing of projects.

11. Annexes: Forms

11 (i): The registration form to the *Seminar PMTT®* is attached.

11 (ii): The request form for an intra session of the *Seminar PMTT®* is attached.