



PROJECT CYCLE MANAGEMENT WORKSHOP: 21 & 22 JANUARY 2008

Agenda Item	Presenter	T
Day One		
Welcome & Introductions	Gareth Coleman	9.00 – 9.25
Observations from Monitoring of Projects	Nokwazi Khuzwayo	9.25 – 9.40
PCM Presentation 1: Project Generation and Contracting	Scelo Duma	9.40 – 9.50
PCM Presentation 2: Procurement	Kevin Brown	9.50 – 10.35
Tea		10.35 – 10.50
Group Exercise 1: Identifying & Planning for Procurement Needs	Kevin Brown	10.50 – 11.40
PCM Presentation 3: Managing a Gijima KZN Funded Project	Sam Lazarus	11.40 – 12.30
Lunch		12.30 – 13.30
PCM Presentation 4: How to Develop a Project Activity Schedule	Nanana Sabela	13.30 – 14.00
Group Exercise 2: Developing a Project Activity Schedule		14.00 – 15.45
Tea		15.45 – 16.00
Plenary Discussion regarding Group Exercise 2	Nanana Sabela	16.00 – 16.30
Close of Day One		

Agenda Item	Presenter	Time
Day Two		
Arrival & Morning Tea		8.00 – 8.30
PCM Presentation 5: How to Prepare an Interim Monitoring Report	Jay Aniruth	8.30 – 9.00
Group Exercise 3: Drafting an Interim Monitoring Report		9.00 – 10.30
Tea		10.30 – 10.45
Group Exercise 3: Drafting an Interim Monitoring Report (continued)		10.45 - 12.00
Plenary Discussion regarding Group Exercise 2	Jay Aniruth	12.00 – 13.00
Lunch		13.00 – 14.00
Gijima KZN Monitoring System – Monitoring Visits	Nokwazi Khuzwayo	14.00 – 14.20
PCM Presentation 5: How to Close Out a Gijima KZN Funded Project	Sizwe Dladla	14.20 – 14.45
Discussion: How Can Gijima KZN Assist you further	Jay Aniruth	14.45 – 15.00
Closure & Evaluation Forms	Jay Aniruth	15.00 – 15.15
Tea & Departure		