



No. DCE-007(220/221/222/223/224)

Date: 03 February, 2024

## Announcement for Short Courses Organized by the Directorate of Continuing Education (DCE), BUET.

Dear Sir/Madam

We have the pleasure of informing you that considering the national demand for professional development across various fields to develop skilled manpower in Bangladesh, the short courses below are going to be organized by Directorate of Continuing Education (DCE), BUET. on the **below dates**.

Highly qualified, professionally trained, reputed, and experienced resource persons in the related areas, having ample theoretical and practical knowledge and information have developed these short courses. The main aim of these courses is to share knowledge of present and upcoming challenges and opportunities of an organization considering contemporary challenges in various areas.

SL	Topics	Date	Fee (BDT)	Last Date of Registration
1	Safety Management in Construction Industry	01 - 03 March 2024 (3 days)	15,000/-	22 <sup>nd</sup> February 2024
2	Boiler Operation, Maintenance & Safety	08 - 10 March 2024 (3 days)	15,000/-	29 <sup>th</sup> February 2024
3	Electrical Safety Management for Home and Industry	26 - 28 April 2024 (3 days)	15,000/-	18 <sup>th</sup> April 2024
4	Boiler Operation, Maintenance & Safety	03 - 05 May 2024 (3 days)	15,000/-	25 <sup>th</sup> April 2024
5	Advanced Project Management	17-19 & 24-26 May, 2024 (6 days)	25,000/-	09 <sup>th</sup> May 2024

The registration fee is to be paid in advance, through Pay-Order or Demand Draft, in favor of “**Director, BRTC BUET, Dhaka**”. Registration fee may also be electronically deposited at Savings Account Number - **4404034173888** (Routing Number – **200270522**) Account Name: **Director, Directorate of Continuing Education (DCE), Sonali Bank Ltd., BUET Branch, Dhaka**. Course Fee includes all costs of printed course materials, exams & certificates, etc., and excludes VAT & TAX.

Seats are limited and application/nomination would be selected on a First Come First Serve basis. For more information, please contact **01303183113**, E-mail [info@dce.buet.ac.bd](mailto:info@dce.buet.ac.bd), [dirdce@dce.buet.ac.bd](mailto:dirdce@dce.buet.ac.bd)

We would appreciate it if you could kindly participate and/or nominate the concerned official (s) from your esteemed organization in these short courses.

Thank you

**Prof. Dr. Mohammad Nasim Hasan**

Director, Directorate of Continuing Education, BUET, Dhaka-1000

## CONTACT

**Director**  
**Directorate of Continuing Education (DCE)**  
BUET, Dhaka-1000

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## About DCE

DCE established in **1995 at BUET**, a platform for decentralized and adaptive learning to bridge the gap between Professionals and Academicians, promotes pedagogical development with a combined experience of Academicians and Professionals and offers distance training opportunities. So far, **213** short courses/training workshops have been offered to serve more than **10,500** professionals.

May, 2024						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## SHORT COURSE OUTCOMES

At the end of this course, participants are expected to learn and subsequently apply knowledge on:

- Understand key concepts & trends of contemporary Project Management.
- Conceptualize project formulation, and appraisal techniques and develop Project Proposals.
- Understand different modes of project financing and project financial modeling.
- Master Modern Tools and Techniques for improving Project Performance.
- Manage project scope, cost, quality, risk, and resources effectively.
- Master computer-aided project scheduling using MS Project.
- Achieve excellence in Procurement and contract management.
- Acquire skills in project leadership, team-building, and stakeholder management.
- Develop essential skills of Project Managers for effective Project Management.

## RESOURCE PERSON

Experts from the **Academic, Public and Private sectors** who have demonstrated track records in project management will deliver the lectures of the short course along with practical knowledge sharing and case studies.

For details please visit: [dce.buet.ac.bd](http://dce.buet.ac.bd)

## DURATION

**17-19, 24-26** May 2024 (**6 days**)

## LANGUAGE

English and Bangla

## CERTIFICATE

Certificate of attendance will be provided.

## Short Course On

# Advanced Project Management: Modern Trends & Practices



**17-19 & 24-26 May, 2024**  
**(6 days)**

**BUET, Dhaka**

*Organized by*

**Directorate of Continuing Education (DCE)**  
**Bangladesh University of Engineering and Technology**  
**Dhaka-1000**

[For registration in this course,](#)  
[Please Scan below –](#)



According to a report published by the Project Management Institute, a whopping 70% of all projects fail globally and 55% of project managers cite budget overrun as a reason for project failure. Fairly, large number of organizations don't understand the need or importance of efficient project management. Nearly every 10 seconds, \$1 million is wasted by companies worldwide as a result of the ineffective implementation of business strategy. This results in approximately \$2 trillion a year. Bangladesh has been experiencing similar issues of poor project management, budget overrun, project schedule overrun, and failure to meet the expectation of the stakeholders. Hence, for sustainable growth of the country, it is essential to develop the capacity for efficient project management in the government and private sectors.

This short course on project management organized by the DCE, BUET is designed to provide the participants with comprehensive knowledge of project management and contract management in the context of Bangladesh by mastering modern tools, techniques, and strategies.

### WHO SHOULD ATTEND?

This short course is designed for anyone who has an interest in project management and needs to understand the fundamentals of project management. The following participants will get the most benefit from attending this short course:

- Entrepreneurs
- CEOs of small, medium, and large Organizations
- Project Directors & Managers of government and private organizations
- Plant Managers & Superintendents
- Project Planners & Business Analysts
- Quality Assurance Managers
- Contract & Procurement Specialists
- Project Engineers/ Project personnel
- Graduates looking for Project Management jobs

### PROGRAM OVERVIEW

#### Contents of the course are:

- ✓ Fundamentals of Project Management
- ✓ Project Selection, Appraisal & Formulation
- ✓ Project Finance & Bankability Assessment
- ✓ Project Initiation & Proposal Preparation
- ✓ Processing, Approving & Monitoring Government Projects
- ✓ Project Schedule Management
- ✓ Computer-aided Project Scheduling (MS Project)
- ✓ Managing Project Procurements
- ✓ Project Agreements and Contract Management
- ✓ Project Cost Management
- ✓ Project Resource Management
- ✓ Project Communication Management
- ✓ Project Leadership and Stakeholder Management
- ✓ Mega Project Experience Sharing
- ✓ Project Quality & Risk Management
- ✓ Project Change Control & Administrative Closure

### VENUE

Directorate of Continuing Education (DCE),  
3<sup>rd</sup> Floor, Institute Building, BUET, Polashi, Dhaka-1000.  
(Near Dr. M A Rashid Student Hall, BUET and BUET Gymnasium)

### REGISTRATION FEE

BDT **25,000/-** per Person (Tk. Twenty five Thousand Only)  
The fee will cover printed lecture instructions, comprehensive materials, lunch & refreshments, certificates, etc.

### PAYMENT

Registration Fee is to be paid in advance payable through

- 1. Pay Order/Demand Draft (DD) in favor of "Director, BRTC BUET, Dhaka" OR**
- 2. Electronically deposited at -**  
**Savings Account No. - 4404034173888**  
**Routing Number - 200270522**  
**Account Name: - Director, Directorate of Continuing Education (DCE)**  
**Sonali Bank Ltd., BUET Branch, Dhaka**

***Seats are limited and the selection procedure will be First Come First Serve basis.***

### REGISTRATION FORM

## Advanced Project Management: Modern Trends & Practices

**DCE, BUET**

Please complete the registration form in BLOCK LETTERS and return it to the address overleaf.

**Name:** .....

**Affiliation:** .....

**Company Name:** .....

**Address:** .....

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**Cell Phone:** .....

**Email:** .....

#### Payment:

- Pay Order/ Demand Draft (DD)
- Online Banking

*Please attach the original copy of payment.*

#### Details of Pay Oder/Demand Draft:

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Signature: .....

Date: .....