

CONTACT

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

Tel: 02 58610738
PABX: 02 55167228-57 ext. 7848, 7452
Email: info@dce.buet.ac.bd
Office hours: Sat-Wed; 09:00 AM- 05:00 PM

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, **250** short courses/training workshops have been offered to serve more than **12,000** professionals.

July							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2	
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			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, 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

Registration Deadline

15th July 2025

LANGUAGE

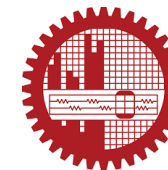
English and Bangla

CERTIFICATE

A certificate of attendance will be provided.

Short Course On

Advanced Project Management



24-26 July, 31 July & 01-02 August, 2025

(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),
3rd 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

The 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
Continuing Education (DCE), Sonali Bank Ltd., BUET Branch,
Dhaka

Seats are limited to 40, and the selection procedure will be on a first-come, first-served basis.

REGISTRATION FORM

Advanced Project Management

DCE, BUET

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

Name:

Affiliation:

Company Name:

Address:

Cell Phone:

Email:

Payment:

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

Please attach the original copy of the payment.

Details of Pay Order/Demand Draft:

Signature:

Date:

Advanced Project Management: Modern Trends & Techniques

Course Outline

Day	Lecture No.	Lecture Topics	Duration	Lecture Type
Week-1 Day-1 (Thursday)	L-1	Project Management Fundamentals <ul style="list-style-type: none"> • Project Characteristics • Project Development Life Cycle • Project Classifications • Project Organizational Structure • Project Management Approaches • Traits and Competencies of a Project Manager. 	2.0 hrs.	Lecture
	L-2	Project Appraisal Techniques for Investment Decision Making <ul style="list-style-type: none"> • Project Feasibility Assessment: Key considerations • Project Appraisal Techniques: Technical, Financial & Environmental due diligences • Financial Evaluation Tools: RoI, Payback Period, NPV, BCR, IRR 	2.0 hrs.	Lecture
	L-3	Project Proposal Preparation: Step-by-step Guide <ul style="list-style-type: none"> • Project Charter: Structure and key considerations • Types of Project Proforma / Proposals • Developing a Sample Format for Project Proposal • Objectives, Log-frame and Benefits Management Plan • Financial & Economic Analysis: Exercises 	2.0 hrs.	Lecture + Exercise
Week-1 Day-2 (Friday)	S1	Project Initiation & Project Charter, Stakeholder Identification, Mapping & Influence Matrix	1.5 hrs.	Activity Based Sessions: Project Planning, Monitoring and Controlling using Primavera P6
	S2	Requirement Analysis, Scope Determination & Work Breakdown Structure (WBS)	1 hr.	
	S3	Primavera P6 Hands-on: Project Setup, Project Calendar	1.5 hrs.	
	S4	Activity Definition, Estimating Activity Duration, Sequencing, Precedence Diagramming Method (PDM), Network Diagram	1 hr.	
	S5	Primavera P6 Hands-on: Activities & Sequencing	1 hr.	
Week-1 Day-3 (Saturday)	S6	Resource Allocation, Cost Estimation Technique & Budgeting	1 hr.	Activity Based Sessions: Project Planning, Monitoring and Controlling using Primavera P6
	S7	Primavera P6 Hands-on: Resource Allocation, Costing & Baseline Creation	1.5 hrs.	
	S8	Critical Path Method (CPM), Schedule Development, Schedule Compression: Crashing & Fast-tracking	1 hr.	
	S9	Monitoring, Controlling and Earned Value Management (EVM)	1 hr.	
	S10	Primavera P6 Hands-on: Critical Path & Progress Updating	1.5 hrs.	
Week-2 Day-4 (Thursday)	L-4	Lead the Project Team and Resource Management <ul style="list-style-type: none"> • Craft Your Leadership Skills • Team-Building: Tuckman's Model • Create a Collaborative Project Team Environment • Team Charter, Ground Rule, RACI, Making Decision • Task Management: Use of Software or Online Tools • Motivating Team and Change Management • Use of Emotional Intelligence • Conflict Resolution in Managing Team. 	2.0 hrs.	Lecture + Trello/Monday Software
	L-5	Risk Assessment and Mitigation for Project Success <ul style="list-style-type: none"> • Identify Project Risks • Quantitative and Qualitative Risk Assessment • Risk Response Strategy • Monitoring Risks • Contingency Plan & Fallback Plan. • Case Study: Cross Completion Risk of Projects. 	2.0 hrs.	Lecture + Case Study
	L-6	Quality Control and Quality Assurance in Project <ul style="list-style-type: none"> • Introduction to Project Quality Management • Quality Planning and Develop Project Quality Matrix • QC tools: Pareto Chart, Fishbone Diagram, Control Charts, Flowcharts • Quality Assurance Processes: Document control, Audits, Vendor QC • Quality Control in Project Works: On-site inspection, Testing and Dealing with non-conformances • Case Study 	2.0 hrs.	Lecture
Week-2 Day-5 (Friday)	S11	Primavera P6 Hands-on: Earned Value Analysis (EVM) & Reporting	1.5 hrs.	Activity Based Sessions: Project Planning, Monitoring and Controlling using Primavera P6
	S12	Primavera P6 Hands-on: Resolving Negative Float, Resource Histogram and S-curve	0.5 hrs.	
	S13	Change Management & Forensic Delay Analysis and Claim Management	1.5 hrs.	
	S14	Primavera P6 Hands-on: Project Risk and Issue Management	1 hr.	
	S15	Project Closeout & Lessons Learned	0.5 hrs.	
	S16	Primavera P6 Hands-on: Exercise for the Participants	1 hr.	

Advanced Project Management: Modern Trends & Techniques**Course Outline**

Day	Lecture No.	Lecture Topics	Duration	Lecture Type
Week-2, Day-6 (Saturday)	L-7	Project Procurement Management <ul style="list-style-type: none">• Importance of Procurement in Project• Types of Procurement Methods and Procurement Planning• Procurement in public sector, private sector and third sector• Conditions for Local and international procurements• Suppliers' Qualification, Selection and Contracting.	2.0 hrs.	Lecture
	L-8	Contract Management in Project <ul style="list-style-type: none">• Overview of contract types• Model Form of Contracts: National and FIDIC Contracts• Contract Conditions• Legal aspects of Procurement Contracts in Bangladesh• Key components of successful contracts• Managing contract changes and disputes.	2.0 hrs.	Lecture
	L-9	Business Communication, Negotiation and Influencing <ul style="list-style-type: none">• Communication Models• Project Communication Plan• Common Mistakes in Business Communication• Tips for Effective Business Communication• Negotiation Techniques• Qualities of an Effective Negotiator• Persuading and Influencing.	1.5 hrs.	Lecture
		Course Evaluation, Feedback and Open Session Course Assessment (Test), and feedback	1.0 hr.	