



International Telecommunication Union
Arab Regional office – Cairo

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Cairo 1 September 2014

**Administrations of ITU Member States
Regulators and ITU-D Sector Members of Arab States**

Subject: ITU Arab Centre of Excellence Regional Training Workshop on Project Management for ICT Implementation, Khartoum - Sudan ,1-3 December 2014.

Dear Sir / Madam,

On Behalf of the **International Telecommunication Union (ITU)**, I am pleased to invite your administration to participate in the Regional Training workshop on **“Project Management for ICT Implementation”** to be held in **Khartoum - Sudan, from 1 to 3 December 2014**. This training workshop is being organized under the auspices of the **ITU Arab Centre of Excellence** and in collaboration with **SUDATEL Telecommunication Academy (SUDACAD)**.

The training workshop on Project Management of ICT Implementation will provide the participants with Tools and Techniques to manage ICT projects and among other issues related to project management, the training will cover the following areas:

- Introduction to ICT Project Management;
- The Project Management Process and Life Cycle, Objective setting and links with Business Strategy;
- Project Planning Tools and Techniques (Critical Path Method & Critical Chain Analysis),
- Project Planning using Microsoft Project (practical session in lab.);
- Leadership and Team building in a virtual organization structure;
- Financial Analysis of projects and cost estimates;
- Risk analysis and management, value management, engineering and contingency planning;
- Managing Change, Change Control and Managing Quality;
- Monitoring & Control, Earned Value Analysis of Projects;
- Project organization structures, Stakeholder management and Supply Management.

If you wish to participate, please fill the Registration Form (Annex 3) which is available on the workshop website mentioned below and return it as soon as possible by e-mail to Eng. Atif Hamad (atifha@sudatel.sd) with a copy to Eng. Mustafa Al Mahdi (Mustafa-ahmed.al-mahdi@itu.int), no later than **15th November 2014**.

Further information on this training workshop; including the Agenda, Training workshop Description, **Fees Payment Instructions** and the Information Note, including a list of recommended hotels, as well as the Hotel Reservation Form, can be found on the ITU Academy Portal at the following website: <http://academy.itu.int/index.php/events> or on our website:

<http://www.itu.int/en/ITU-D/Regional-Presence/ArabStates/Pages/Events/2014/PM/Project-Management.aspx>

We look forward to your active participation and invaluable contribution.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'E. A. H.', with a long horizontal stroke extending to the right.

Ebrahim AL HADDAD
Regional Director,
ITU Arab Regional Office