

International Programme: Project Management

Introduction

Galilee International Management Institute (formerly Galilee International Management Institute) is a public, international management-training institution. The College gives advanced leadership, management and capacity building seminars, to professionals coming from all over the globe.

Among the public, private and third-sector planners, managers and decision-makers trained by the Galilee International Management Institute are the directors of environmental agencies, hospitals, port authorities and public transportation systems; university vice-chancellors and school principals; business, industrial and NGO executives and countless others entrusted with the planning and implementation of institutional, national and regional renewal and reform.

Galilee International Management Institute (GIMI) has more than twenty years' experience designing and implementing advanced leadership and management training programmes and capacity building seminars for senior-level planners, managers and decision makers from transitional countries around the globe.

Study facilities and accommodations are provided by the Galilee International Management Institute Study Centre at Kibbutz Mizra, located seven kilometres outside the city of Nazareth, in the pastoral northern region of Israel. The Study Centre includes modern classrooms equipped with the latest audio-visual aids and a computer laboratory with free Internet and e-mail access.

The Institute aims to share Israeli practices and innovations applicable to participants' own nation-building requirements; to provide an international meeting place where professionals learn from top Israeli academic and professional experts and, of equal importance, from each other; and, within our own neighbourhood, to build bridges of peace in the Middle East.

Programme Description

The Galilee International Management Institute Project Management (PM) Programme has been designed for people in management positions in all sectors; social, corporate, private, public and political. The programme aims to furnish the participants with the best managerial, decision-making tools and techniques for planning, organising and managing resources to bring about the successful completion of specific project goals and objectives.

The Project Management Programme is delivered via workshops directed by leading experts in PM, computerised sessions (by MS Project), case studies, study tours and intensive discussions with classmates.

A Project is a carefully defined set of activities using resources (money, people, materials, energy, space, provisions, communication, motivation, etc.) to achieve certain goals and objectives.

The Project is also a finite endeavor (having specific start and completion dates) undertaken to create a unique product or service which brings about beneficial change or added value. The finite characteristic of a project stands in sharp contrast to processes or operations, which are permanent or semi-permanent functional work to repetitively produce the same product or service. In practice, the management of these two systems is often found to be quite different and as such requires the development of distinct technical skills and the adoption of a separate management philosophy, which is the subject of this programme.

Project management includes developing a project plan, which combines defining project goals and objectives, specifying tasks or how goals will be accomplished, what resources are necessary and designing budgets and timelines for completion. It also includes implementing the project plan, along with careful controls to ensure the plan is being managed according to plan.

Objective and Outcome

The primary challenge of PM is to achieve all of the project goals and objectives while honouring the project components such as the scope of the project, time factors budget and cash flow. Typical constraints are scope, time and budget. The secondary and more ambitious challenge is to optimise the allocation and integration of inputs necessary to meet pre-defined objectives.

The participants will be expected to:

Understand the related PM approach and become familiar with the PM technique, applications and implementation

Learn the “know-how” capacity and be able to run a business project initiative independently

Be able to enhance their capacity building skills and expertise in their decision-making policy

Participants

The Programme is designed for Galilee International Management Institute's graduates and other managers that wish to include the PM principles in their occupations.

Curriculum

The structure of the curriculum covers most of the components of PM topics. Participants will become familiar with the concept, the technique and applications thereof, in various fields of management.

As a part of the programme and in order to exercise practically the PM arena, participants will be expected to prepare a project proposal of their own, preferably taken from their work/organisation environment.

The presentation of the Project Proposal by the participants is considered as a part of the capacity building training exercise.

Key subjects of the programme are:

- ❖ Project Management – Strategic Scope and Justification
- ❖ Project Planning, Timing, Budgeting
- ❖ Project Progress, Tracking, Monitoring & Evaluation
- ❖ Project Cycle Management
- ❖ Risk Analysis in PM
- ❖ Project Proposal and Business Plan
- ❖ Computerised PM (MS-Projects)
- ❖ Project Marketing and Fund Raising
- ❖ Public Private Partnerships
- ❖ Project Accounting and Applications
- ❖ Economic Evaluation of Project Investment (ROI criteria)
- ❖ Team Management & HR Development
- ❖ Tenders: Basics, Guidelines and Documentation
- ❖ Projects Presentation by Participants

The curriculum is delivered through a series of lectures, training and computerised workshops. Study tours will complement the programme as they will demonstrate practical implementation of the PM methodology.

Please Note: The above curriculum/study tour outline is intended as a guide only. The sequence of course offerings is subject to change at the discretion of the administration

Contact

Programme Director

E-mail: info@galilcol.ac.il

Phone: 972 4 642 8888

Fax: 972 4 651 4811

Registration Form

Project Management (PM)

Dates: _____

General Information

Title _____ Name _____ Middle-Name _____ Surname _____

Present Position: _____

Place of Employment: _____

Main Job Responsibilities: _____

Mailing Address (Business): _____

City _____ Zip Code _____ Country _____

Phone (Business): _____ Home Phone: _____

Fax (Business): _____ Mobile: _____

E-mail (s): _____ Skype: _____

Skills and Education

Last Degree Attained: _____

Institution: _____

How did you learn about the Programme?

- Direct contact from Galilee Institute: Phone call Post E-mail Fax
- Through: Graduate Employer Other Name: _____

Financial Support

The Galilee Institute offers a limited number of scholarships covering tuition fee only, for qualified candidates. Would you like to apply for a tuition scholarship? Yes No

Person or organisation responsible for payment of local expenses fees:

(Please complete and stamp enclosed Sponsorship Guarantee of Payment form)

Sponsors' Guarantee of Payment

Candidate Information

Title _____ **Name** _____ **Middle-Name** _____ **Surname** _____

Present Position: _____

Place of Employment: _____

Sponsor Information

Name of sponsoring officer *(Name of the person responsible for the payment):*

Title _____ **Name** _____ **Middle-Name** _____ **Surname** _____

Present Position: _____

Place of Employment: _____

Mailing Address (Business): _____

City _____ **Zip Code** _____ **Country** _____

Phone: _____ **Fax:** _____ **E-mail:** _____

Local Expenses Fee: *(Please check the sum you are interested in)*

13,500 NIS 13,030 NIS with Early Bird Discount* *(Double Occupancy: Two people sharing a room)*

19,000 NIS 18,530 NIS with Early Bird Discount* *(Single Occupancy: One person in one room)*

❖ *(*Special discount to any applicant, who completes the registration process, is admitted and submits the local expenses at least two months prior to the programme)*

❖ *Please check in which currency the local expense fee will be transferred*

€ EUR

\$ USD

£ GBP

CURRENCY CONVERTER LINK: <http://www.oanda.com/currency/converter/>

Exact fee will be calculated in the currency of your choice according to the exchange rate on the day the invoice is issued by the registrar. The invoice for the local expenses fee will be sent to the above stated person according to the requested accommodation arrangement. Please note that the admissions committee will not take action until this form is fully completed and submitted.

Date

Stamp of Organisation

Signature of Sponsoring Officer

Visa Application Form

Candidate Information

Title _____ **Name** _____ **Middle-Name** _____ **Surname** _____

Father's Name: _____ **Mother's Name:** _____

Previous Surname: _____ **Religion:** _____

Country of Birth: _____ **Nationality:** _____

Birth Date: ____ / ____ / ____ (DD/MM/YYYY)

Family Status: Single Married Divorced Widowed

Do you have any medical condition that may require special facilities? YES / NO

Health Insurance provided by the Galilee Institute DOES NOT cover any pre-existing condition, health problems which began prior to arrival in Israel including any side effects of HIV/AIDS and HIV/AIDS medication, pregnancy treatment and birth.

Previous Visa Information

Previously visited Israel: YES / NO **Dates:** _____

Purpose of visit: _____

Country Visited: _____ **Date of Visa Issue:** _____

Country Visited: _____ **Date of Visa Issue:** _____

Country Visited: _____ **Date of Visa Issue:** _____

Passport Details

Number: _____ **Issued at:** _____ (City, Country)

Expiration Date: ____ / ____ / ____ (DD/MM/YYYY)

*As per the requirements of the Israeli Ministry of Interior; in order to process the entry visa the passport MUST be valid for a **minimum of 7 months** after the intended date of the participants' entry into Israel.*

Registration Checklist

In order to complete your registration and present it to the admissions committee for evaluation please submit the following documents:

1. **Registration form: Completely filled in**
2. **Sponsors' guarantee of Payment form, signed and stamped by the sponsor**
3. **Visa application form, completely filled in**
4. **Passport photocopies: Pertinent information, Visa stamps, Extension date (if any)**
5. **Detailed Curriculum Vitae**

All forms and documents should be sent to: the programme director, by e-mail as an attachment or by fax to: info@galilcol.ac.il Fax: (+972) 4 651481.