*PROJECT MANAGEMENT TRAINING PROGRAM*

# Critical Issues for Successful Implementation

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Director

*June, 30$^{th}$ 2022*

# Outline

1. Following the Rules

2. Efficient Communication

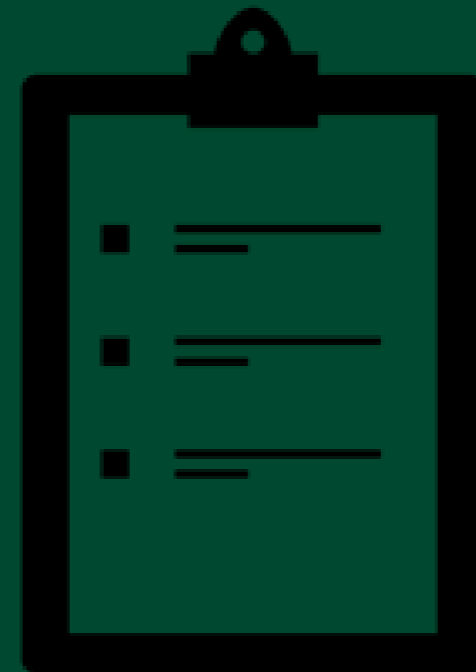3. Logistical Issues and Deadlines

4. National Ownership

**COMCEC**
**COVID Response**

# Outline

1. Following the Rules

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**1.** Following the Rules

*Program Guidelines*
*Visibility Manual*
*Project Management Information System*

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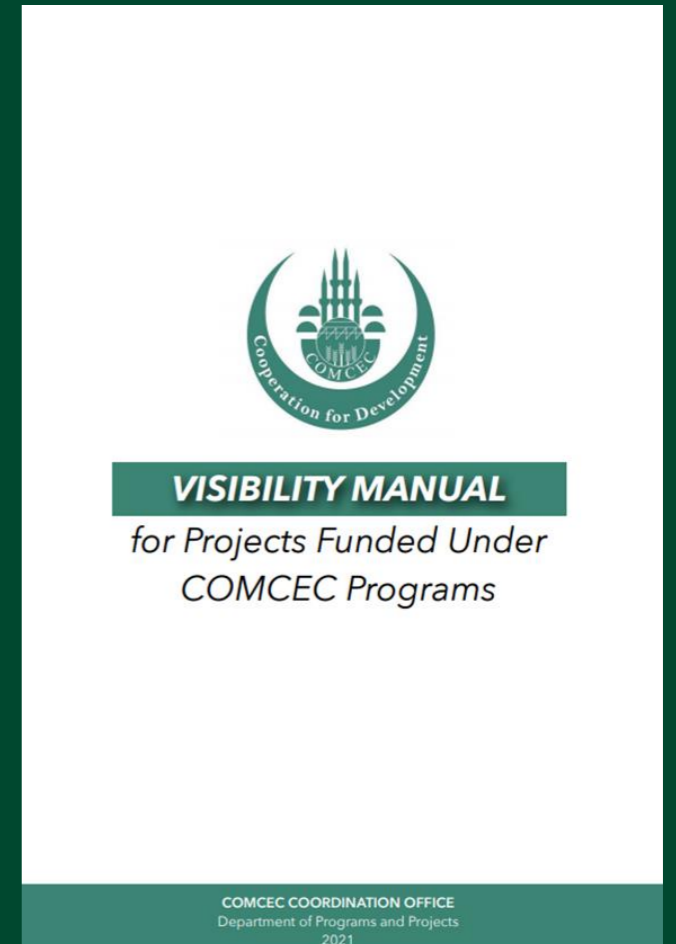
- Rules and procedures of the COMCEC Covid Response Program

- Responsibilities of actors and project personnel, implementation, financing and monitoring procedures

- Project activities, work plan and payments, technical and financial reportings



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**Program Guidelines**
2020-2021

COMCEC Coordination Office
Department of Programs and Projects
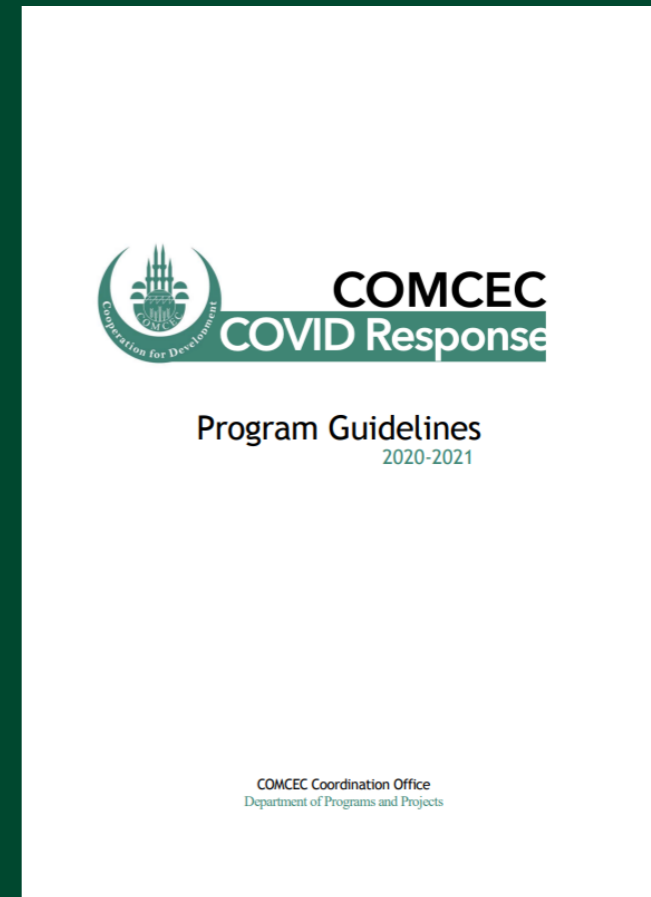
- The written and visual identity of the COMCEC

- Awareness of specific or general audience about the COMCEC and COMCEC funded projects

- Requirements and guidelines for written materials, presentations, flyers, flags, invitations etc.

- The COMCEC Logo

- All visibility materials must be in English

- Visibility material on equipment purchased under the project (if available)



**VISIBILITY MANUAL**
for Projects Funded Under
COMCEC Programs

**COMCEC COORDINATION OFFICE**
Department of Programs and Projects
2021

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- Username and Password

- Report templates

- Submission of signed and scanned documents

- System e-mails for all responsible actors

**1.3. Implementation and Reporting**

**1.3.1. Reports**

**1.3.1.01. Project Coordinator Timesheet**

| Files | | | | |
|---|---|---|---|---|
| ⊕ New | Filename | Status Message | File Message | Status |
| | | No data to display | | |

**1.3.1.02. Researcher(s) Timesheet**

| Files | | | | |
|---|---|---|---|---|
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**1.3.1.03. Monthly Progress Reports**

| Files | | | | |
|---|---|---|---|---|
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**1.3.1.04. Trainer(s) Timesheets**

| Files | | | | |
|---|---|---|---|---|
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**1.3.1.05. Other Project Personnel Timesheets**

| Files | | | | |
|---|---|---|---|---|
| ⊕ New | Filename | Status Message | File Message | Status |
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**1.3.1.06. Financial Progress Report(s) (with invoices)**

| Files | | | | |
|---|---|---|---|---|
| ⊕ New | Filename | Status Message | File Message | Status |
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**1.3.1.07. Disbursement Request Forms (with invoices)**

| Files | | | | |
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**1.3.1.08. Addendum Forms**

| Files | | | | |
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**1.3.1.09. Notification Forms**

| Files | | | | |
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**1.3.1.10. Irregularity Reports**

| Files | | | | |
|---|---|---|---|---|
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**1.3.1.11. Project Completion Report**

| Files | | | | |
|---|---|---|---|---|
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**1.3.1.12. Activity Reports**

| Files | | | | |
|---|---|---|---|---|
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### 1.3.2.7. Visibility Materials

| ⊕ New | Filename | Status Message | File Message | Status |
|-------|----------|----------------|--------------|--------|
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### 1.3.3. Official Letters

| ⊕ New | Filename | Status Message | File Message | Status |
|-------|----------|----------------|--------------|--------|
| | | Files | | |
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### 1.4. Coordination Committee Decisions

| # | Filename | Status Message | File Message | Status |
|---|----------|----------------|--------------|--------|
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# Outline

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2. Efficient Communication

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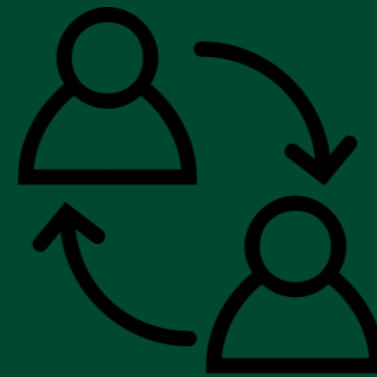
- Communication with partner countries (if any)

- Official letters and bilateral talks

- Benefits of prior notification

- Informing CCO and putting ccr@comcec.org to CC in your communication with partner countries

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# 3. Logistical Issues and Deadlines
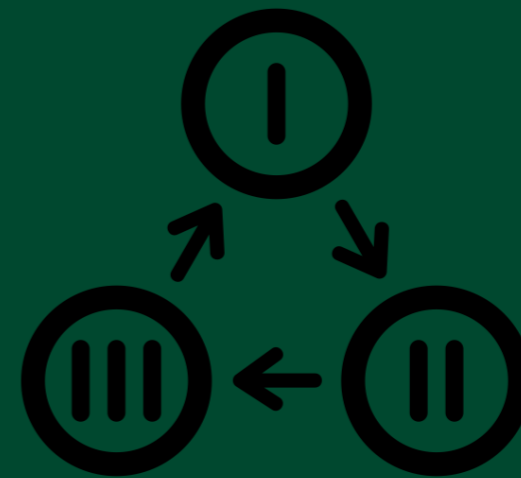
- Sending the invitation letters at least two months before project activities

- Addressing passport and visa issues in a timely manner

- Reserving flight tickets and accommodation beforehand
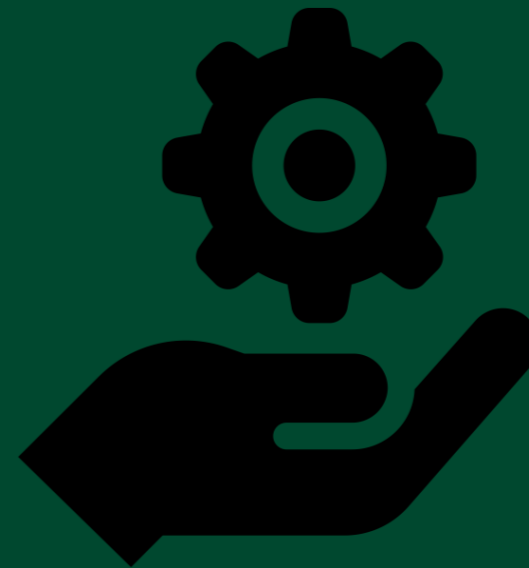
- Arrangement of local transfers in advance

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Deadlines are determined in

- ➢ Project Implementation Guidelines

- ➢ Contract

- ➢ Detailed Work Plan

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# 4. National Ownership

- Ownership of Project Owner Countries

- Working in Harmony  (PO Actors)

- Swift completion of reporting and signing procedures

- Opportunity to cooperate with the Islamic world

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# THANK YOU

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ccr@comcec.org

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