

DRAFT
NMSU-IALC Jordan Project Planning Session
November 29-30, 2005
BRDC, Amman, Jordan

Sponsors: IALC (Robert Freitas, Project Director)

Funding Agencies: USAID-ANE (Scott Christiansen, CTO), USAID-Jordan (Ross Hagen, Program Manager)

Implementing IALC Members: NMSU (Octavio Ramirez, Team Leader), BRDC (Mohammad Shahbaz, President)

Objective: The objectives of this planning session are for the project partners, NMSU and BRDC, 1) to develop a full work plan, timeline and budget for collaborative agribusiness and extension work for FY 2005-06; 2) strengthen the partnership between NMSU and its Jordanian partner, BRDC; 3) begin the planning process for FY 2006-07.

Project Planning Team: Al Ayyash, S. (BRDC); Freitas, B. (IALC); Gorman, B. (NMSU); Libbin, J. (NMSU not attending); Phillips, R. (NMSU); Ramirez, O. (NMSU); Rosencrans, C. (NMSU not attending); Shahbaz, M. (BRDC); Tabini, R. (BRDC); Tamimi, A. (IALC – observer)

Pre-Event Planning

Activity	Responsibility	Fiscal Responsibility
1. Prepare workshop materials	R. Phillips	NMSU
2. Send participants Draft Proposal	R. Phillips	NMSU
3. Select BRDC participants	M. Shahbaz	BRDC
4. Select meeting site	S. Al Ayyash	BRDC
5. Arrange refreshments and meals	S. Al Ayyash	NMSU
6. Secure AV equipment	S. Al Ayyash	BRDC
7. Workshop supplies	S. Al Ayyash	NMSU
8. Provide secretarial support	S. Al Ayyash	BRDC

Pre-Event Notes:

1. This is a planning session first and training session second. Therefore, only key BRDC people should attend this event. BRDC should identify 6-8 professionals, including the individuals responsible for management, fiscal/accounting matters, logistics, field stations, etc.
2. Meeting site layout and AV equipment needs should be coordinated with R. Phillips
3. All workshop supplies, refreshments and meals associated with the planning session will be paid by NMSU upon delivery of a receipt.



NMSU-IALC Jordan Project

Project Planning Session

Day 1

Amman, Jordan

November 29, 2005

Meeting Agenda

Morning Session

Afternoon Session

Preparation

Process Overview and Introductions

R. Phillips

Project Proposal Overview

O. Ramirez

Planning Session Manager

R. Phillips

Project Management Process:

Briefing and Activity

- **Step #1: Focusing**
 - Team Building Briefing and Activity
 - Key Stakeholders and Expectation Management
 - Develop Project Vision Statement – Scope Management
 - S. M. A. R. T.
- **Step #2: Planning Process**
 - Work Breakdown Structure

Process Evaluation

(End Day 1)



NMSU-IALC Jordan Project

Project Planning Session

Day 2

Amman, Jordan

November 30, 2005

Meeting Agenda

Morning Session

Review Work and Q&A Session

Project Management Process:

- **Step #2:** Planning Process, *Continued*
 - Schedule Development
 - Resource Requirements
 - Risk Management
 - Budget Development
- **Step #3:** Executing
 - Project Execution Enhancement Tools
 - Project Alignment
 - Communications
 - Time Management
 - Negotiations
- **Step #4:** Closing
 - Deliverables
 - Documentation
 - Lessons Learned

Planning Session and Training Evaluation