Project Appraisal: Identification, Policy Analysis & Selection

11 - 15 Sep 2017, London
Introduction

The decision whether or not to invest a substantial amount in a new capital project can be based on a People involved in creating project proposals may have expertise in technical fields, but may also lack training to make a comprehensive analysis of whether their project really is the best idea to go forward with. Given that projects and capital expenditures often consume a significant part of the finances of the organisation, it is vital that those involved in them can make high quality objective decisions about which proposals are likely to have the best results, before commitments to development work and substantial expenditures are made.

This training seminar covers the policy evaluation and project selection techniques that are a critical part of this decision-making process and considers the quantifiable elements of projects as well as the dependencies and risk factors relating to them.

This seminar will highlight:

- The importance of thorough project identification and appraisal
- The elements and practical applications of various appraisal methods
- Modern concepts of stakeholder and policy issues affecting project appraisal
- Introduction to environmental and social evaluation
- How to bring together a range of specialist appraisal tools into an integrated, robust project selection process

Objectives

This interactive and practical training seminar, will provide an insight into how procurement organisations can meet the challenge to pick the best projects against a context of limited resources.

The seminar will focus on the best tools to manage the project appraisal process, identifying, and comparing significant evaluation methodologies ranging from social and developmental policies through environmental and stakeholder factors. It will provide an understanding of key inputs from these appraisal processes into the linked mechanisms of economic and financial assessment.

Exposure to the policy and analytical background for major projects will promote greater understanding of the critical role that project appraisal plays in project-based procurement.

By the end of this training seminar, participants will be able to:

- Describe the principal methods of project appraisal
- Appreciate the suitability of differing appraisal techniques for project types
- Analyse the principal policy and evaluation issues common across major projects
- Identify key challenges in comparing projects and selection solutions
- Recognise the benefits of enhanced appraisal and selection models

Training Methodology

This training seminar will utilise a variety of proven adult learning techniques to ensure maximum understanding, comprehension and retention of the information presented. The daily workshops will be highly interactive and participative. This will involve regular discussions on key concept in project appraisal, the uses and limitations of various techniques, and how best to identify, evaluate, select and structure these high value undertakings.

Organisational Impact

Application of sound project appraisal techniques will enable the organisation to forecast potential future conditions that might create strategic opportunities or jeopardise project success, thereby not only maximizing the organisation’s return on capital invested in projects, but also improving its reputation for delivering positive outcomes.

Personal Impact

By the end of this training seminar, your contribution to your organisation will have been significantly enhanced. You will be able to:

- Understand the benefits likely to be achieved through projects initiated after proper appraisal and selection processes
- Apply tools and techniques that deploy latest best practices in project appraisal
- Discover how to evaluate and compare alternative/competing project investment options, and recommend projects with optimal potential benefits/value
- Maximise the prospects of successful supplier tendering and project delivery

Who Should Attend?

This training seminar is suitable to a wide range of professionals involved in the development, appraisal, implementation and management of projects. Those with previous experience in project appraisal will be able to share their expertise with others; the broad base of participants ensures that everyone benefits from a wide range of sector and policy perspectives.

The seminar will particularly benefit:

- Project and contracts personnel in both public and private sectors
- Technical specialists seeking broader perspectives of project planning & implementation
- Government officials, ministries, public sector agencies
- Project financiers, developers, sponsors, consultants
- Risk management personnel
Seminar Outline

DAY 1

**Introduction to Project Appraisal**
- Project planning cycle: Project identification, appraisal, selection
- Steps in project identification (‘project conception’)
- Development of a project concept business case
- The goals of project appraisal
- Key issues addressed by project appraisal
  - Feasibility and technical analysis
  - Financial & economic analysis [covered in Module 2]
  - Social cost-benefits, stakeholder and environmental appraisals
  - Tools and techniques: top down, asset based, community need, bottom up
  - Project appraisal reports
  - Planning for project appraisal - human and technical resources

DAY 2

**Project Appraisal Methodologies**
- Measuring project success
- Project feasibility studies – purpose; content; uses
- Scoping/full feasibility studies
- Components of a project feasibility analysis
  - Technical
  - Environmental
  - Manpower and management/administrative support
  - Social and basic needs
- Scope and use of early-stage project due diligence

DAY 3

**Stakeholders and Social Appraisal**
- Benefits of engaging stakeholders in project identification, selection and delivery
- Categorising stakeholders
- Planning the stakeholder’s analysis - defining areas of interest
- Collecting, recording, analysing & using stakeholder data
- Scope of social cost benefit analysis (SCBA)
- Features of SCBA
- Definition of problem being addressed
- Setting goals
- Assumptions in SCBA (identifying real costs; ‘hard to capture’ benefits; lack of market benchmarks; willingness to pay issues)
- Identification & assessment of alternative solutions

DAY 4

**Environment and Sustainability Appraisal**
- Introduction to & uses of environmental impact assessment (EIA)
- Common steps in EIA (scoping; literature review; public consultation)
- Impact analysis & assessment of impact
- Mitigation measures/possible alternatives
- Elements for sustainability analysis
  - Relevancy & acceptability
  - Economic and financial viability
  - Operation and maintenance
  - Environmental sustainability
  - Implementation and monitoring strategy

DAY 5

**Project Selection Process**
- Integration of financial, economic and social appraisals
- Project selection - making strategic choices
- Project selection process & selection criteria
- Scoring models
- Project selection policies of investors and major project organisations (World Bank, IFC, ADB)
- Project case studies
- Summary of seminar findings & group discussions
Project Appraisal: Identification, Policy Analysis & Selection

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<tr>
<th>Code</th>
<th>Date</th>
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<th>Fees</th>
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<td>London</td>
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REGISTRATION DETAILS

LAST NAME: ____________________________
FIRST NAME: __________________________
DESIGNATION: _________________________
COMPANY: _____________________________
ADDRESS: ____________________________________________
CITY: __________________________________________
COUNTRY: ____________________________________
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AUTHORISATION DETAILS

AUTHORISED BY: _________________________
DESIGNATION: _________________________
COMPANY: _____________________________
ADDRESS: ____________________________________________
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CERTIFICATION

Successful participants will receive GLOMACS’ Certificate of Completion

TERMS AND CONDITIONS

- Fees – Each fee is inclusive of Documentation, Lunch and refreshments served during the entire seminar.
- Mode of Payment – The delegate has the option to pay the course fee directly or request to send an invoice to his/her company/ sponsor. Credit card and cheque payments are both acceptable.
- Cancellation / Substitution – Request for seminar cancellation must be made in writing & received three (3) weeks prior to the seminar date. A US$ 250.00 processing fee will be charged per delegate for each cancellation. Thereafter, we regret that we are unable to refund any fees due, although in such cases we would be happy to welcome a colleague who would substitute for you.
- Hotel Accommodation – is not included in the course fee. A reduced corporate rate and a limited number of rooms may be available for attendees wishing to stay at the hotel venue. Requests for hotel reservations should be made at least three (3) weeks prior to the commencement of the seminar. All hotel accommodation is strictly subject to availability and terms and conditions imposed by the hotel will apply.
- Attendance Certificate – a certificate of attendance will only be awarded to those delegates who successfully completed/ attended the entire seminar including the awarding of applicable Continuing Professional Education Units/Hours.
- Force Majeure – any circumstances beyond the control of the Company may necessitate postponement, change of seminar venue or substitution of assigned Instructor. The Company reserves the right to exercise this clause and implement such amendments.
- Fair Access / Equal Opportunities – In the provision of its services as a world-class Training Provider, the Company is committed to provide fair access / equal opportunities throughout the delivery of its courses and assessment leading to the completion of training seminars, or 3rd party qualifications/certifications.