PRE-TRAINING REPORT

- The Training Program on Program & Project Management -

[PPTP]

Please fill in the following items by using a personal computer or similar equipment in English. Handwriting should be avoided. AOTS will duplicate and distribute it to lecturers and other participants as a reference material for the group discussion and the presentations to be held during the program.

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| --- | --- |
| 1. Your name |  |
| 2. Your country |  |
| 3. Name of your company/ organization |  |
| 4. Outline of your organization(Please give a brief description or outline of your company/ organization) |  |
| 5. Business outline, product lines/service, and size of business of your company |  |
| 6. Your position and department(preferably attach an organizational chart, indicating your position) |  |
| 7. Your duties in detail |  |
| 8. Experience of participating in any project at your workplace(Project contents, project period, and your role) |  |
| 9. Project for which you are going to work after returning to your home country(Project contents, project period, and your role) |  |
| 10. Any management issues or trouble you had in managing a project you engaged in |  |
| 11. Your expectations for the program |  |