

UNNExT Capacity Building Workshop on Single Window Planning and Implementation

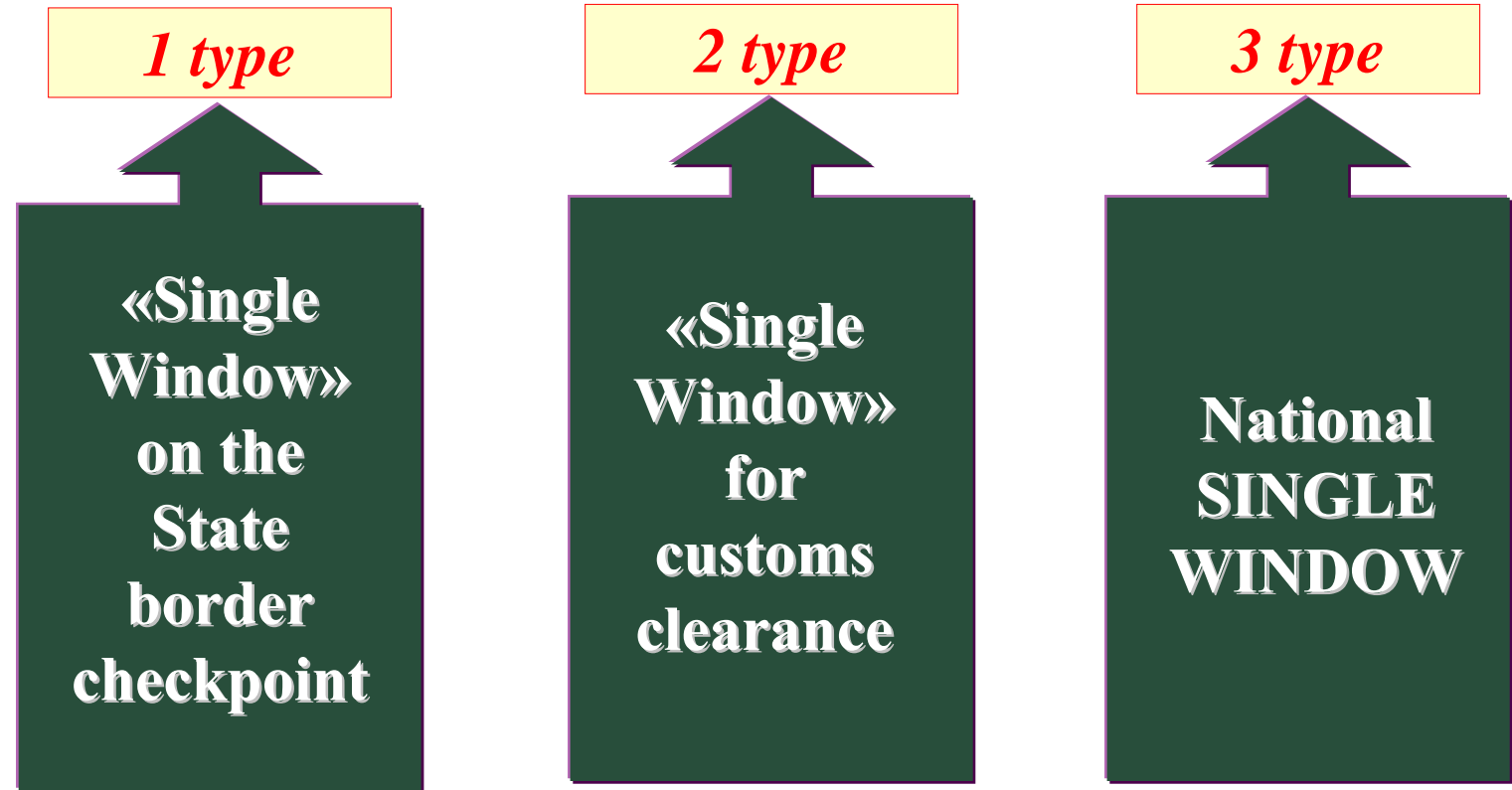
SW Master planning and Plans....

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Innovation projects

Types of SW projects: Project implementation strategy

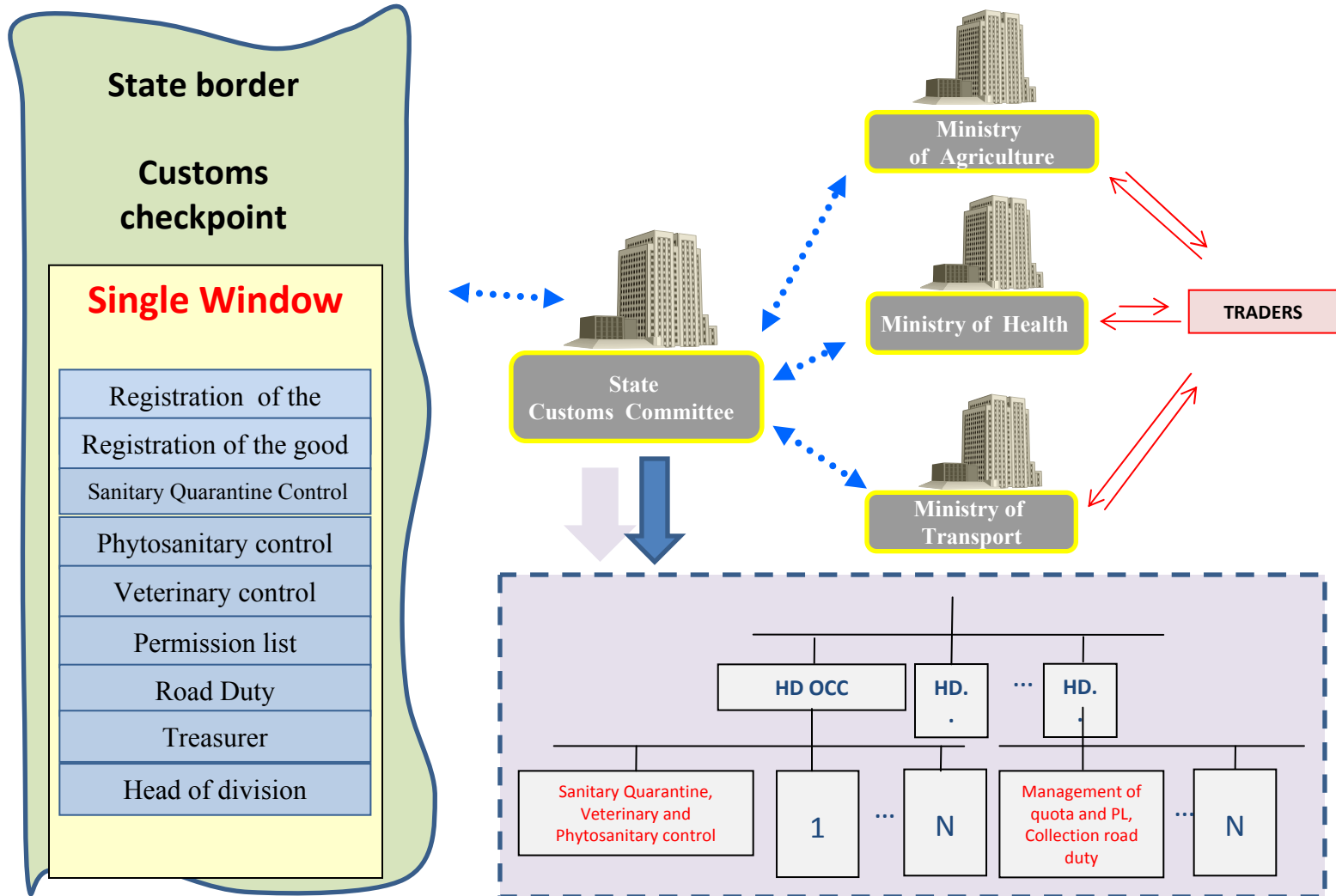


- Presidential decree

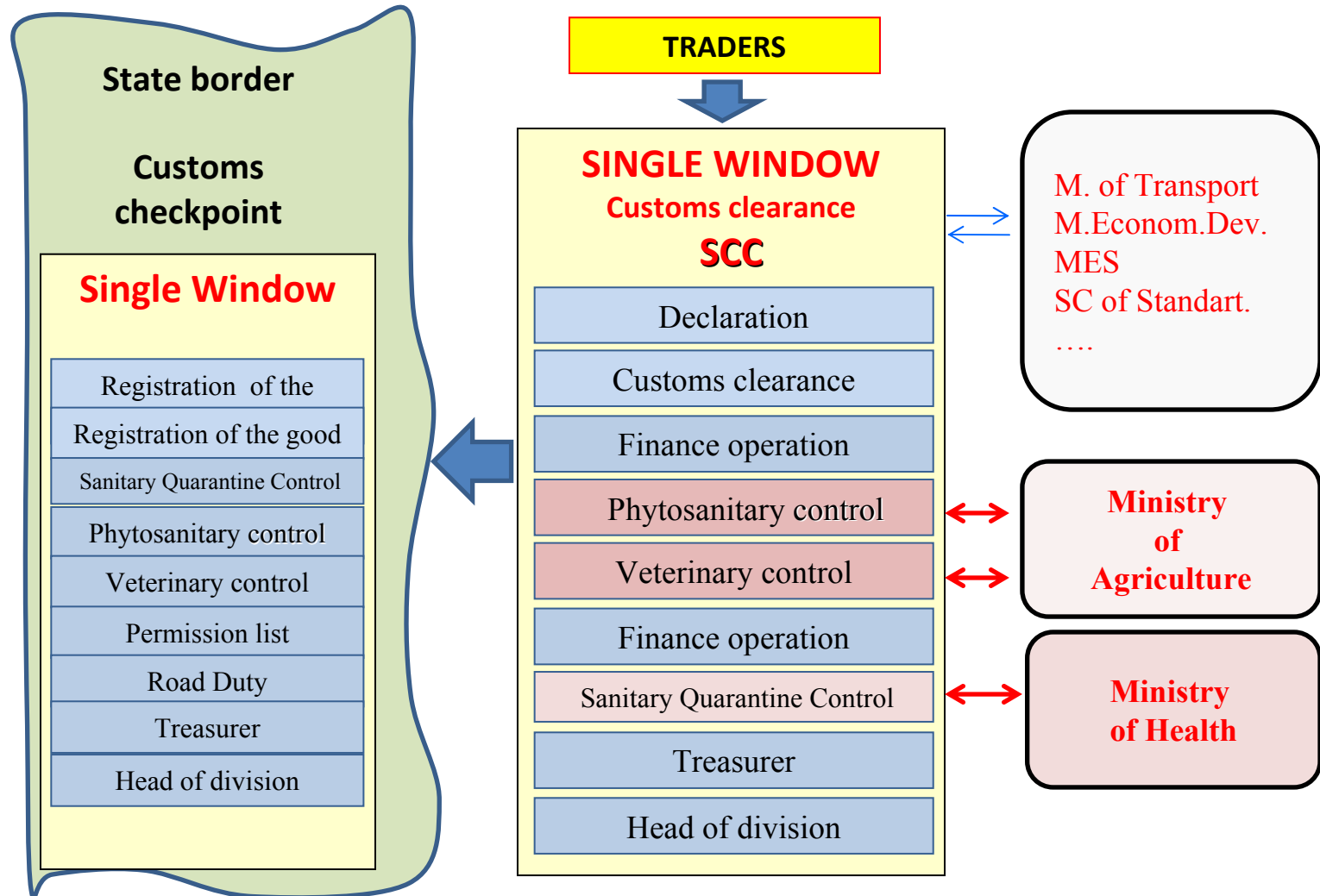
*- Presidential decree
- Ministry-level decisions*

*- Parliament
- Presidential decree
- Ministry-level decisions*

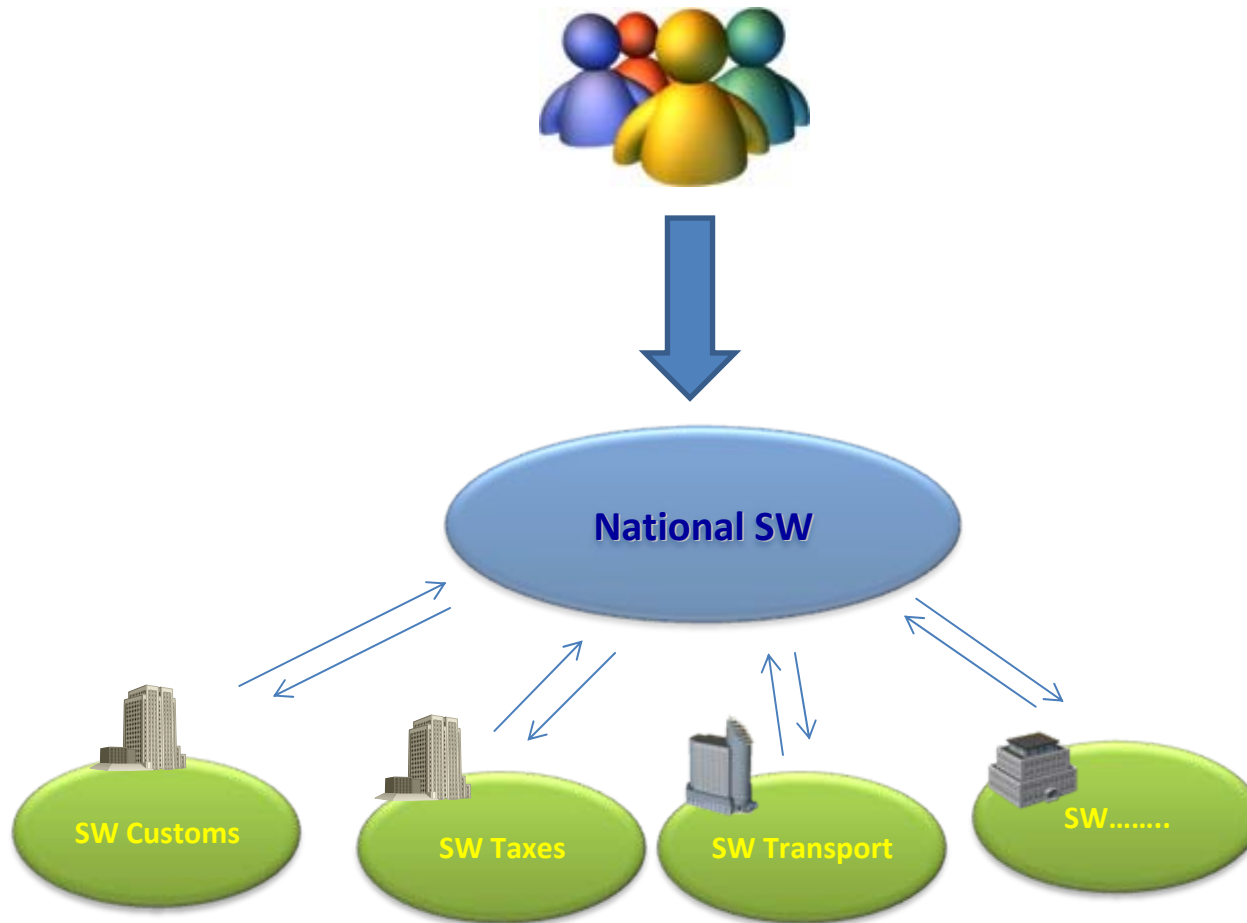
«Single Window» on the state border checkpoint



Single Window» for customs clearance



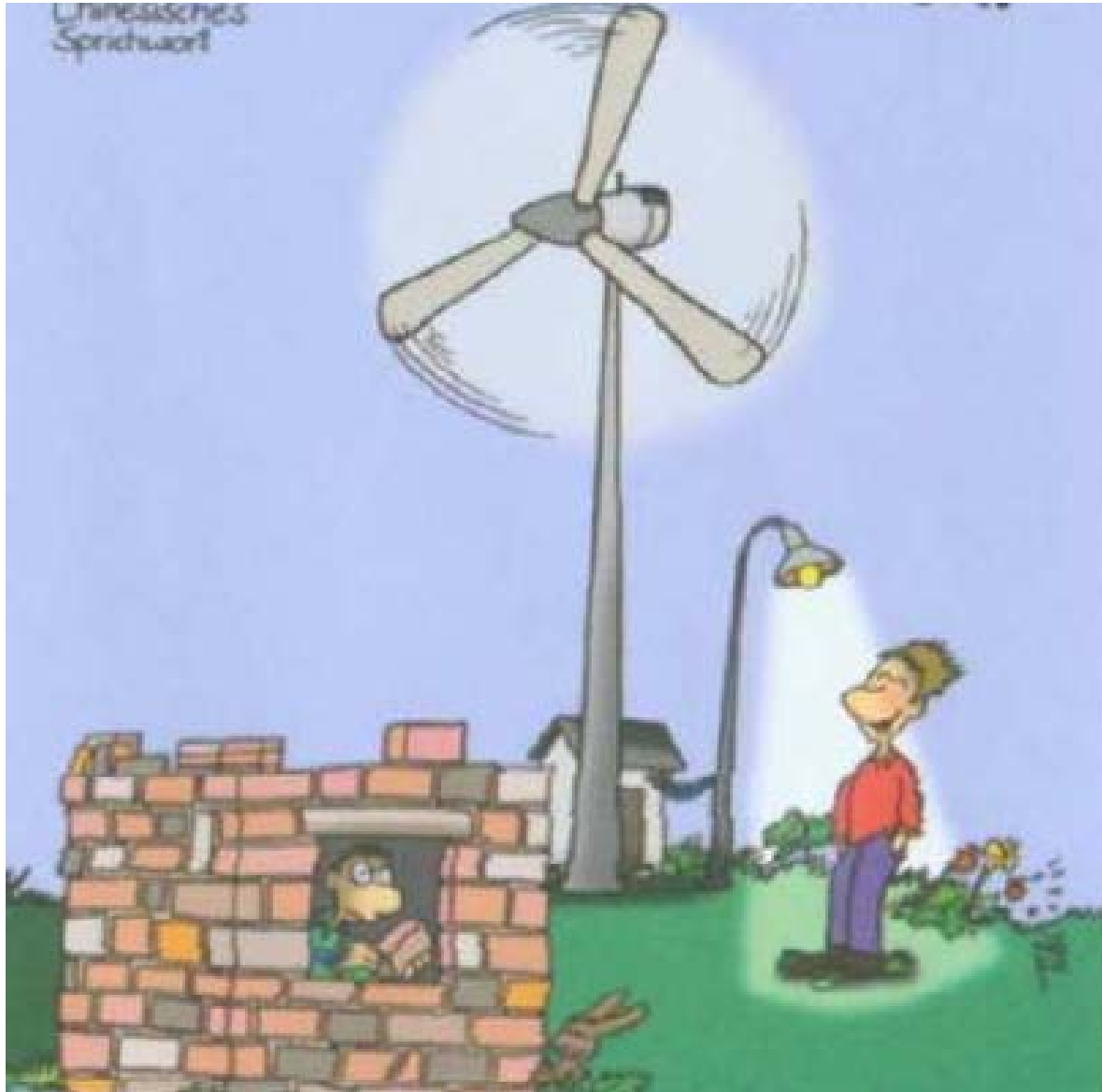
National Single Window



Agenda

1. The Project birth
2. Project Manager authority
3. Organizational structure of the PM
4. Drafting the project passport
(*Technical steps, project success criteria, project plan elaboration, project monitoring*)
5. Project life-cycle
6. Project Office

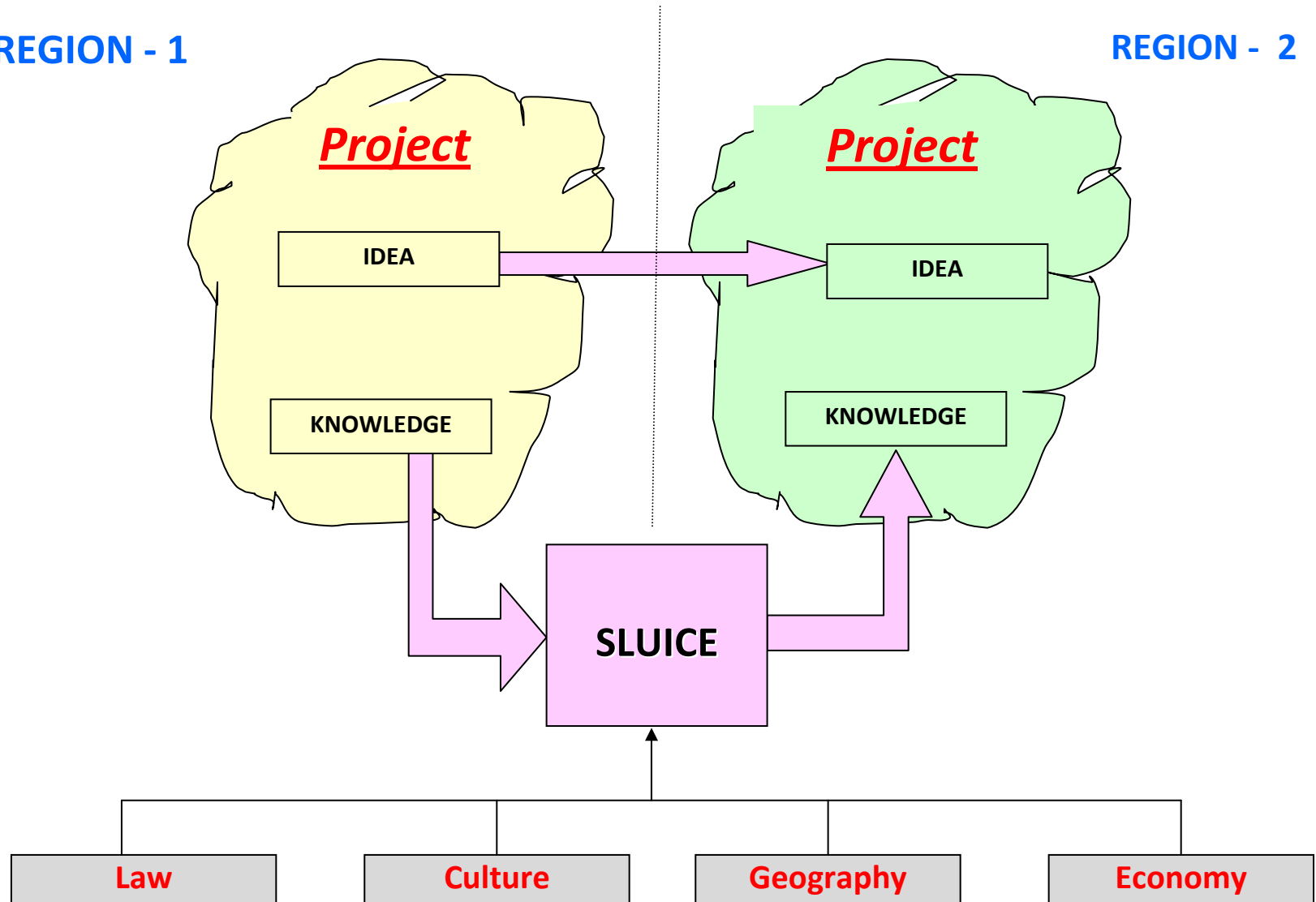
When there is a wind of change, one will raise the walls, while the other will build the mill.



Basic principles of Project Management in SW

REGION - 1

REGION - 2



Project Manager's Strategy

Think over!

Are you doing the right thing?

Feel it:

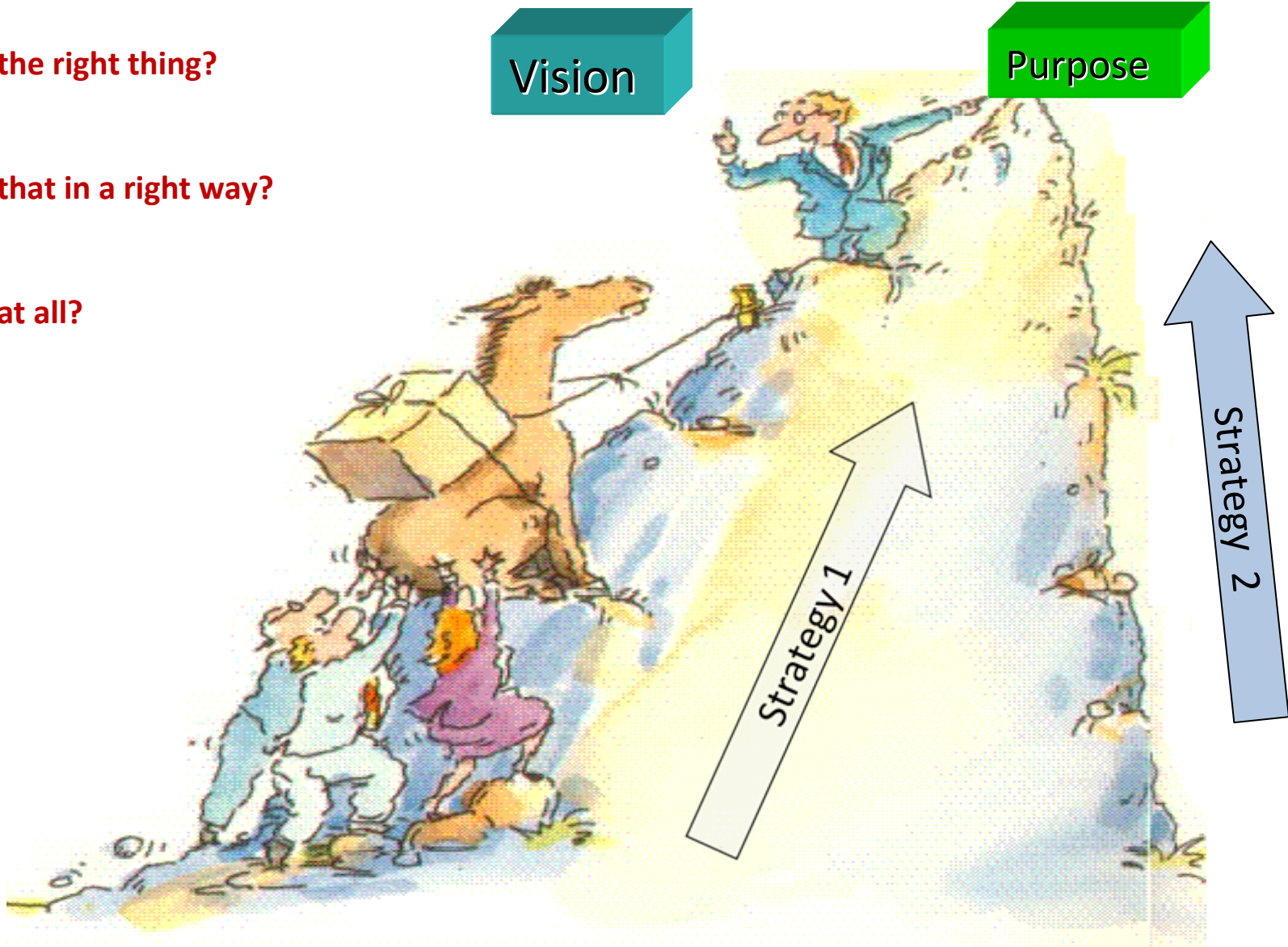
Are you doing that in a right way?

Take action:

Are you doing at all?

Vision

Purpose



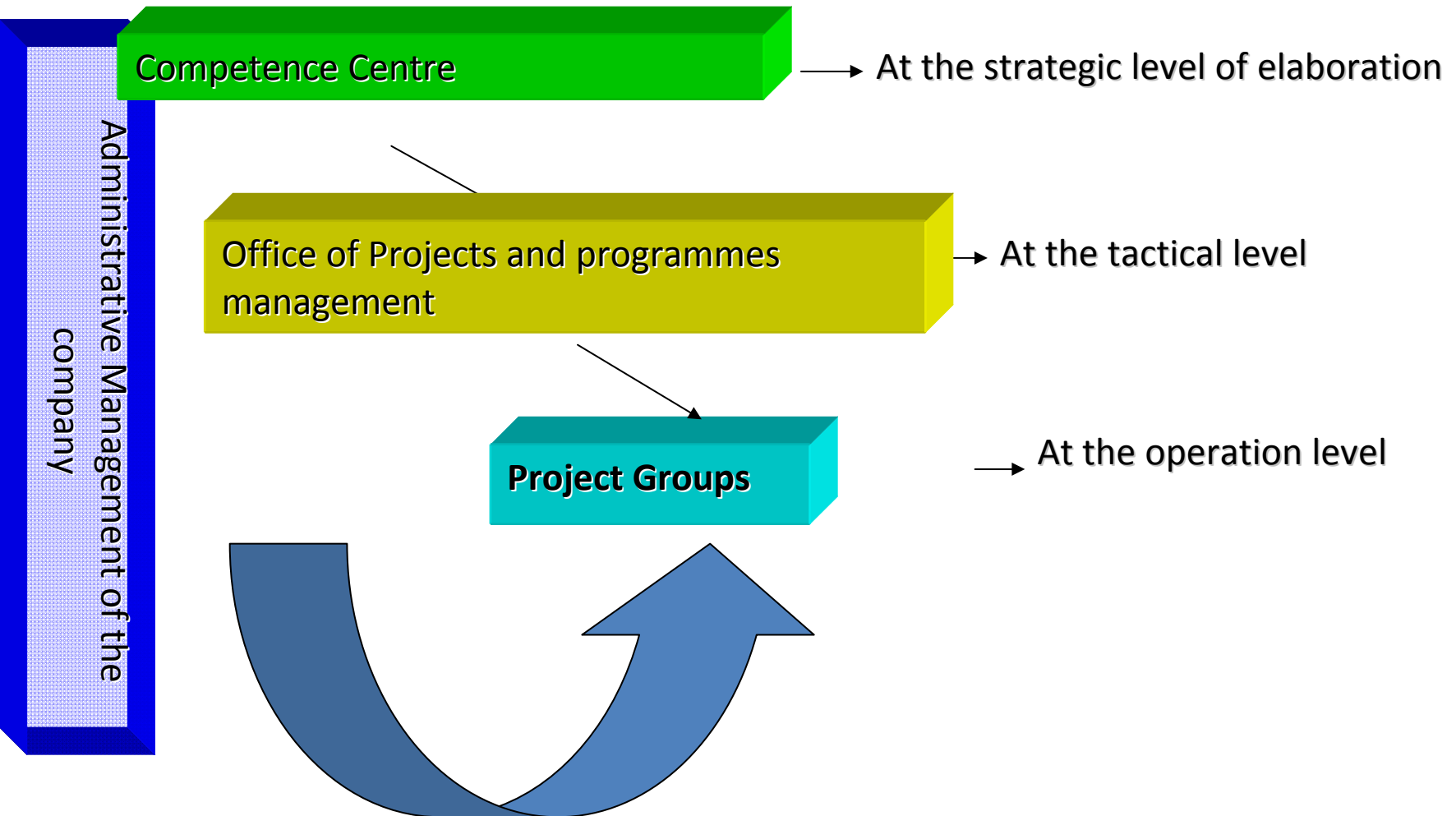
The 1st objective of the project Manager

- Stakeholders Expectations
- Integration methods
- Assessing the current situation
- Project Plan and Planning
- Standards and Provisions
- Project success and failure criteria

The 2nd objective of the project Manager

- define the project goals and conduct its feasibility study;
- reveal the project structure (sub-goals, milestones to be accomplished);
- determine the required capacity and funding sources ;
- create a project office and project group
- determine the due dates of project execution and an implementation schedule,
- Identify resources
- define the project budget
- planning and taking into consideration the all risks;
- ensuring monitoring of the project process implementation.

Organizational structure of PM



Technical steps:

- 1. Analyze the whole project and its concept(including the actual and present solutions and documents).
- 2. Elaborate the project concept. Discuss the project proposal with the relevant stakeholders and accord the contract with them.
- 3. Create a project plan and project management plan
- 4. Create a project office and a team of PM.
- 5. Elaborate a plan for integration procedures.
- 6. Perform and monitor the plans and project changes, report on their results.

Project success

- The success of the project – evaluations the project effects given by the relevant stakeholders.

Determination of project success

Reducing the number of appeal points

Reduce the number of documents

Minimization

Creating the office

The Name of the project:

“Application of the “SW principle” on inspecting the goods and vehicles passing the state border checkpoints of the Republic of Azerbaijan”

Determination the objectives of the project

Determination the objectives - is the 1st step to successful project completion. **No goals, no project! Achieving the objective defines the project completion.**

Examples?

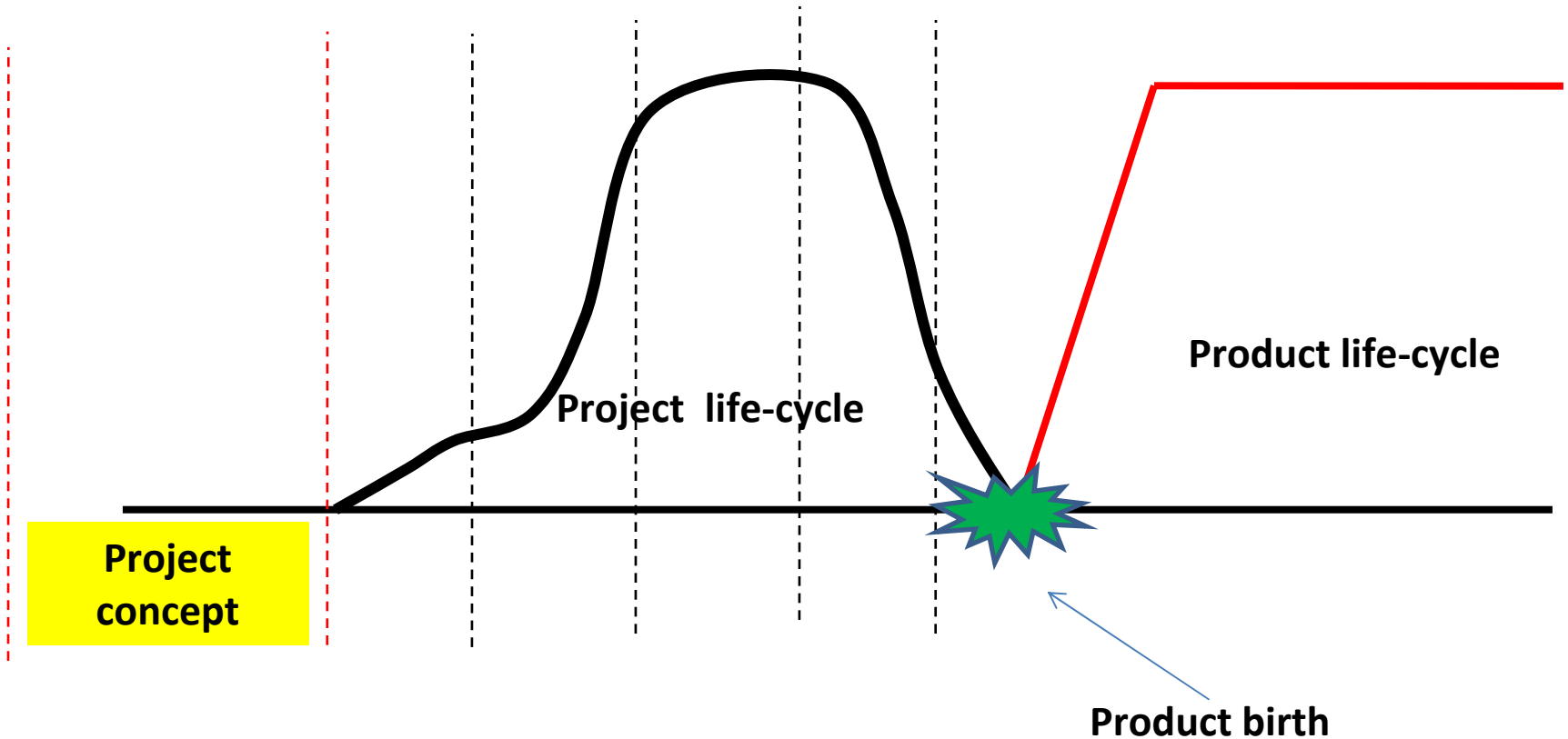
1. Arrangement of cleared conditions for business development
2. Provide with quick pass at the border
3. Minimize the relations between officer and trader

1. Project plan elaboration

1. The meetings among project manager and relevant focus stakeholders for discussion of project plan should be conducted
2. The plan final correcting
3. Consideration of plan with experts and stakeholders
4. Direct face-to-face interviews with each stakeholder for certain tasks

The Idea life-cycle

- Phase 1 – An inception phase (concept)
- Phase 2 – Elaboration Phase
- Phase 3 – SW Planning Phase
- Phase 4 – Oversight Phase
- Phase 5 – Lessons-Learned phase



Project Office Creation

What is the project office?

The Project Office - is a temporary organizational structure, intended for the project coordination and implementation.

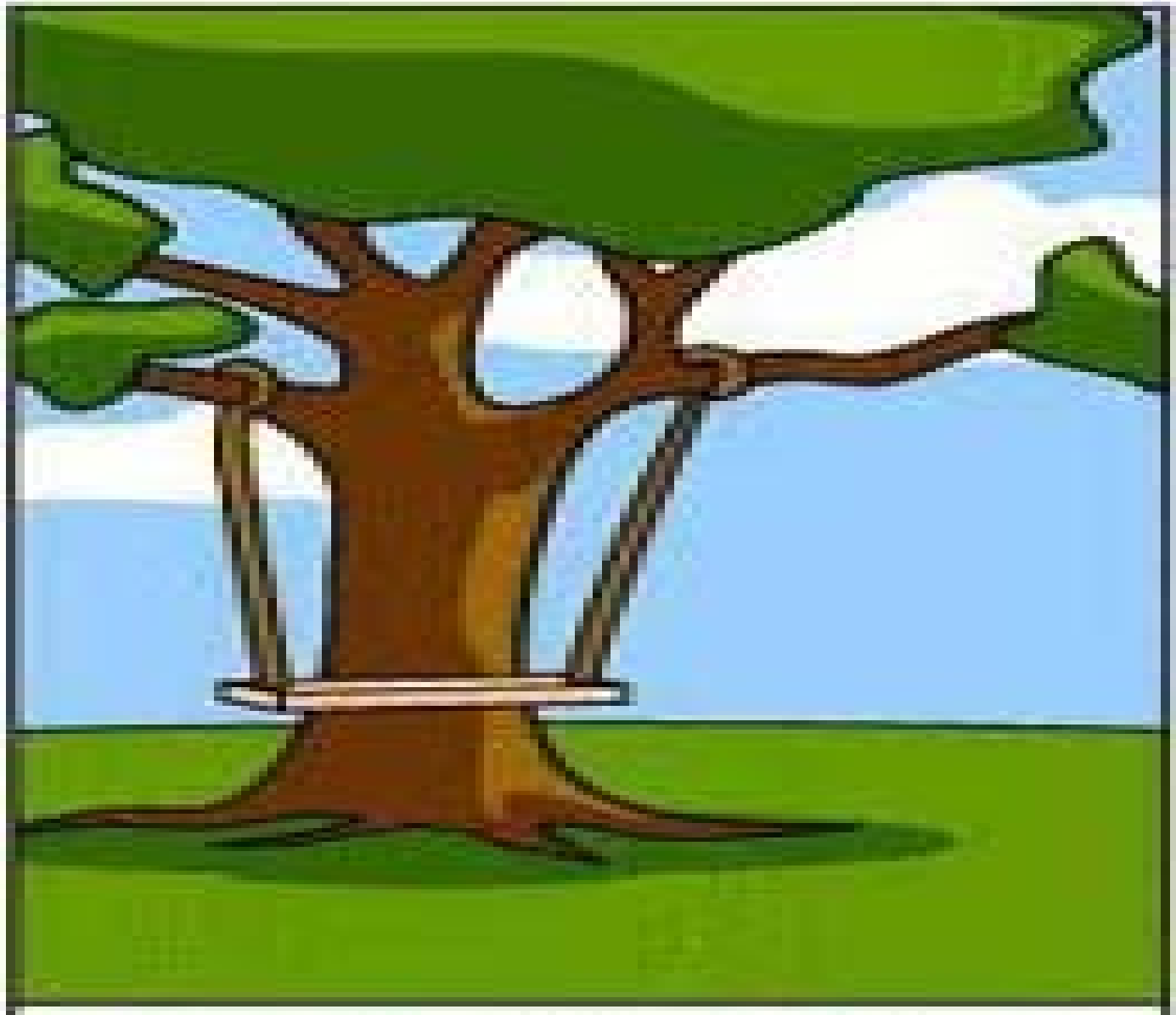
- Managers are responsible for the office establishing
- Team membership
- The distribution of responsibility and authority among the team members
- Preparation and training group members
- Evaluation of different designed alternatives
- Assessment of institutional restrictions
- Consideration of references with the project sponsors

When the horse is dead, just get off !











**THANK YOU FOR YOUR
ATTENTION!**