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.**

**This document will be used as a reference material in 1) the screening process of applicants and 2) the group discussion and the presentation to be held during the program by sharing with lecturers and other participants. Therefore, the applicant is requested to fill in all of the items clearly and concretely.**

**\*AOTS will not use this information for any other purposes other than an AOTS training program.**

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