Work Plan for the Year of 2021

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| **Working Sector** | **Tasks** | **Work Plan** |
| Environmental & Social | Present Status |  |
| Running Projects |  |
| Resource Person |  |
| Marketing Plan |  |
| Authority Resource Person (Contact Details) |  |
| Untap Market |  |
| Financial Involvement |  |
| Tentative Income |  |
| Upcoming Projects and Targets |  |
| Others |  |
| Feasibility Study | Present Status | Running – 2  Completed – 3 |
| Running Projects | Mymensingh PWD  Tarakanda Park |
| Resource Person | See table – 1 |
| Authority Resource Person (Contact Details) | 1. Md. Mahbub Hossain   (ExEn – Dhaka PWD Zone 4)   1. Abdullah Mohammad Jubayer   (ExEn – PWD Project Division 2, PECU)   1. Dr. Sanwar Jahan Bhuiyan   (Joint Secretary – PWD, Upcoming)   1. Md. Saifuzzaman Chunnu   (ExEn – Mymensingh PWD Zone)   1. Sourav Roy   (SDE – Mymensingh PWD)   1. Kollyan Kumar Kundu   (SDE – Dhaka PWD Zone)   1. Gazi Mohammad Waliullah   (Joint Secretary – National Museum)   1. Maksudur Rahman   (Supervisor – National Museum)   1. Binoy Krishna Banik   (Engineer – National Museum)   1. Md. Firoz Ahmed   (Superintendent Engineer – Dhaka PWD Zone 2)   1. Sohel Ahmed   (Superintendent Engineer – Elenbari PWD Training Institute) |
| Marketing Plan | 1. Website development 2. Brochure Development 3. Diary & Calendar 4. Email (Brochure) 5. Email address collection (Planning dept, RHD, PWD, BWDB, LGED, BPDB) (ExEn, Additional Chief, Superintendent Engineer) 6. All Ministry (Details Contact of Project Planning or Procurement Department) 7. Occasion wise sponsor 8. Regular Visit (PD) 9. Ministry Secretary (Contact with Reference) 10. Date wise Program Searching 11. SMS 12. Local and International NGO contact |
| Untap Market | RHD, PWD, BWDB, LGED, BPDB (All Divisions & Sections) |
| Financial Involvement | Project Start from 2 lacs to 10 lacs (Feasibility, on cash)  Project Start from 2 lacs to 15 lacs (EIA, SIA, IEE, on cash)  Marketing Budget: 50000 for 2021 |
| Upcoming Projects and Targets | 15 nos |
| Others | Gift for ExEn & Superintendent Engineer |
| Training Service | List | See table – 2 |
| Project | SEIP, Asset, Astha, Uttaran, Sudokkho, Skills21 |
| Association | BAIRA, BTA, BFLLFEA, BDMS, REHAB, BMET, BKMEA, Jail, ICT, Nursing, ILO, IOM, WHO |
| Special Negotiation | Project Procurement maximum 5% |
| Present Status | See table – 3 |
| Running Projects |  |
| New Institute Opening | 1. Training institute – 5 trades (Perfect Engineering Institute) 2. IT Training Institute – 10 trades 3. Driving Training Institute – national & international trades |
| Resource Person | 1. Md. Mujibul Haque   (PD, Idea Project)   1. Md. Sazzad Hossain   (AIG Prison)   1. Md. Shamsul Alam   (DG, BMET)   1. Md. Akhtar Hossain   (Secretary, Ministry of Youth & Sports)   1. Dr. Mohammad Sanwar Jahan Bhuiyan   (EPD-2, SEIP)   1. Dr. Mohammad Jahurul Haque   (EPD-4, SEIP)   1. Md. Jahidul Haque   (Additional Secretary, PD, SEIP)   1. Sadiya Afroz   (Joint Secretary, EPD-6, SEIP)   1. Sayed Tarikuzzaman   (ED, BB)   1. Dr. Sakhawat Ali   (Director, Training, BMET)   1. Fazle Shamim Ehsan   (Director, Project, BKMEA) |
| Marketing Plan | 1. MOU signing (BAIRA Members Institute, Perfect Engineering, 3 new associations) 2. Contact with ILO, Swisscontact, WHO, Netherlands Embassy, DFID, Swiss Embassy 3. Contact details 4. Email and gift items 5. Regular visit 6. Local and International NGO 7. LGED, DPHE, DPE, MoE |
| Authority Resource Person (Contact Details) | See table – 4 |
| Untap Market | RHD, PWD, BWDB, LGED, BPDB, NGOs |
|  |  |
| Financial Involvement | 1. Maximum 5% for project procurement and gift item 2. 50000-taka marketing budget for 2021 |
| Tentative Income | Training start from 3 lac |
| Upcoming Projects and Targets | Minimum 20 projects |
| Advertisement search | 1. CPTU 2. BD Jobs 3. Paper Cutting 4. Personal Contact |
| Others |  |
| Information Technology (IT) | Present Status |  |
| Running Projects |  |
| Resource Person |  |
| Marketing Plan |  |
| Authority Resource Person (Contact Details) |  |
| Untap Market |  |
| Financial Involvement |  |
| Tentative Income |  |
| Upcoming Projects and Targets |  |
| Others |  |
| 4th Industrial Revolution (4IR) | Present Status |  |
| Running Projects |  |
| Resource Person |  |
| Marketing Plan |  |
| Authority Resource Person (Contact Details) |  |
| Untap Market |  |
| Financial Involvement |  |
| Tentative Income |  |
| Upcoming Projects and Targets |  |
| Others |  |
| RMG  and Textiles | Present Status |  |
| Running Projects |  |
| Resource Person |  |
| Marketing Plan |  |
| Authority Resource Person (Contact Details) |  |
| Untap Market |  |
| Financial Involvement |  |
| Tentative Income |  |
| Upcoming Projects and Targets |  |
| Others |  |
| Leather & Tanneries | Present Status |  |
| Running Projects |  |
| Resource Person |  |
| Marketing Plan |  |
| Authority Resource Person (Contact Details) |  |
| Untap Market |  |
| Financial Involvement |  |
| Tentative Income |  |
| Upcoming Projects and Targets |  |
| Others |  |
| Construction and Development | Present Status |  |
| Running Projects |  |
| Resource Person |  |
| Marketing Plan |  |
| Authority Resource Person (Contact Details) |  |
| Untap Market |  |
| Financial Involvement |  |
| Tentative Income |  |
| Upcoming Projects and Targets |  |
| Others |  |
| Human Resource Supply | Present Status |  |
| Running Projects |  |
| Resource Person |  |
| Marketing Plan |  |
| Authority Resource Person (Contact Details) |  |
| Untap Market |  |
| Financial Involvement |  |
| Tentative Income |  |
| Upcoming Projects and Targets |  |
| Others |  |
| Land & Loan Management | Present Status |  |
| Running Projects |  |
| Resource Person |  |
| Marketing Plan |  |
| Authority Resource Person (Contact Details) |  |
| Untap Market |  |
| Financial Involvement |  |
| Tentative Income |  |
| Upcoming Projects and Targets |  |
| Others |  |
| WASH and Urban  Infrastructure Governance | Present Status |  |
| Running Projects |  |
| Resource Person |  |
| Marketing Plan |  |
| Authority Resource Person (Contact Details) |  |
| Untap Market |  |
| Financial Involvement |  |
| Tentative Income |  |
| Upcoming Projects and Targets |  |
| Others |  |
| Agriculture and Natural  Resource Management | Present Status |  |
| Running Projects |  |
| Resource Person |  |
| Marketing Plan |  |
| Authority Resource Person (Contact Details) |  |
| Untap Market |  |
| Financial Involvement |  |
| Tentative Income |  |
| Upcoming Projects and Targets |  |
| Others |  |
| Industrial Environment and Management Control | Present Status |  |
| Running Projects |  |
| Resource Person |  |
| Marketing Plan |  |
| Authority Resource Person (Contact Details) |  |
| Untap Market |  |
| Financial Involvement |  |
| Tentative Income |  |
| Upcoming Projects and Targets |  |
| Others |  |
| Energy | Present Status |  |
| Running Projects |  |
| Resource Person |  |
| Marketing Plan |  |
| Authority Resource Person (Contact Details) |  |
| Untap Market |  |
| Financial Involvement |  |
| Tentative Income |  |
| Upcoming Projects and Targets |  |
| Others |  |
| Climate Change and Disaster Management | Present Status |  |
| Running Projects |  |
| Resource Person |  |
| Marketing Plan |  |
| Authority Resource Person (Contact Details) |  |
| Untap Market |  |
| Financial Involvement |  |
| Tentative Income |  |
| Upcoming Projects and Targets |  |
| Others |  |
| Certification & Permission | Present Status |  |
| Running Projects |  |
| Resource Person |  |
| Marketing Plan |  |
| Authority Resource Person (Contact Details) |  |
| Untap Market |  |
| Financial Involvement |  |
| Tentative Income |  |
| Upcoming Projects and Targets |  |
| Others |  |
| Research & Development | Present Status |  |
| Running Projects |  |
| Resource Person |  |
| Marketing Plan |  |
| Authority Resource Person (Contact Details) |  |
| Untap Market |  |
| Financial Involvement |  |
| Tentative Income |  |
| Upcoming Projects and Targets |  |
| Others |  |

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| **Company Target** | |
| Financial Goal | 1 crore per year |
| Office Set Up Goal | Kakrail (500 sft/rent, interior & furniture) |
| Resource Person Goal | 1. Involve 5 secretaries 2. 10 additional secretaries 3. 10 PDs 4. 20 ExEn and SE 5. 5 DGs 6. 50 others officers 7. 20 NGO Country Manager 8. 30 NGO Program Director |
| Marketing | 1. Brochure 2. Website 3. Diary & calendar |
| Branding | 1. FB page/group 2. FB boosting 3. Video clip 4. Personal video sharing on WhatsApp 5. Conference sponsoring |
| Publicity | Reach ministry, departments, NGO, INGO, BB, PKSF, BMET |
| MoU | 1. MOU signing (BAIRA Members Institute, Perfect Engineering, 3 new associations) 2. Contact with ILO, Swisscontact, WHO, Netherlands Embassy, DFID, Swiss Embassy |
| Registration & Permissions | 1. Training institute – 5 trades (Perfect Engineering Institute) 2. IT Training Institute – 10 trades 3. Driving Training Institute – national & international trades 4. eGP license 5. renewal (Trade License, VAT, TIN, RJSC) 6. BTEB Permission 7. RTO Registration 8. ISO Certification 9. WB, ADB, UNDP, UNICEF, ILO, JICA enlistment |
| Sister Concern Development | See company profile |
| Authority Negotiation | Maximum 5 persons |
| New Idea Development | Sector wise continuous process |
| Financial Strategy Development | 1. Budget register 2. Expenditure register 3. Double-column cashbook |
| Research & Development | Communication with Dr. Nazim & Dr. Majed |
| HR, Admin & Compliance Development | 1. Recruitment policy 2. HR policy 3. Administration policy 4. Compliance development (ISO standard) |
| New Purchase | Office furniture, conference room with online facilities, official car (X-corolla 2004/05), bike (Bajaj 125cc) |

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| **Table -1: Study Team (Feasibility Study)** | | | |
| **Sl.** | **Name** | **Qualification** | **Designation** |
| 01 | Engr. Sadequr Rahman | MSc. in WRD (BUET) | Sr. Structural Engineer |
| 02 | Engr. Masud Islam | BSc. in Civil Engineering (SUST) | Structural Engineer |
| 03 | Engr. Saiful Islam | BSc. in EEE (BUET) | Electrical Engineer |
| 04 | Abu Jubayer | MSc. in WRD (BUET) | Environmental Specialist |
| 05 | Md. Monowarul Islam | MSS in Economics (DU) | Economic Evaluation Specialist |
| 06 | Abir Ahmed Talukdar | MSc. in URP (BUET) | Urban Planner |
| 07 | Md. Tanvir Hossain | BSc. in URP (CUET) | GIS Specialist & Urban Planner |
| 08 | Sajal Chandra Devnath | MSc. in Geography & Environment (CU) | Senior GIS Specialist |
| 09 | Dr. Nazim Uddin | MSc. in WRD (BUET)  PhD in WASH (University of Victoria, Canada) | WASH Specialist |
| 10 | Dr. Md. Majedul Haque | PhD from Netherland | Water Specialist |

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| **Table -2:** | | | |
| **Sl.** |  |  |  |
| 01 |  |  |  |
| 02 |  |  |  |
| 03 |  |  |  |
| 04 |  |  |  |
| 05 |  |  |  |
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| **Table -3: Training** | | | |
| **Sl.** | **Name** | **Project Status** | **Remarks** |
| 01 | SEIP | 1. Mother association agreement 2. Sister association agreement 3. Training institute agreement 4. Negotiation with BAIRA 5. Individual calculation 6. Profit sharing 7. Instruments supply 8. Others expenditure calculation |  |
| 02 |  |  |  |
| 03 |  |  |  |
| 04 |  |  |  |
| 05 |  |  |  |
| 06 |  |  |  |
| 07 |  |  |  |
| 08 |  |  |  |
| 09 |  |  |  |
| 10 |  |  |  |