

Project Cycle Management Compact (5 days)

Project design, planning, monitoring and evaluation

Course overview This comprehensive course provides fast-track training on project management. More specifically, it provides training on all phases of the project cycle in a compact format:

1. Needs Assessment

Participants will discuss why and how a needs assessment is conducted.

2. Planning a project

The results of a needs assessment will then be used to plan a project. We will put a strong focus on the Results-Based Management (RBM) approach, a management strategy that focuses on performance and on the achievement of results.

We will see how to define objectives, activities, assumption and indicators using the logical framework as a tool.

3. Programming the activities and preparing the management tools

Once the planning process is achieved, we will look at the programming - or how to define and harmonise tasks, timing and resources. A certain number of tools, such as a GANTT chart for example, will help us achieve this step.

4. Designing its monitoring and evaluation systems

The end of the course will focus on designing monitoring and evaluation systems. We will review all types of monitoring from situation, to activities and results monitoring and look at how we can implement those.

An introduction will also be made on evaluations. We will mostly discuss the evaluation process - including the nuances between internal and external evaluations.

At the end participants obtain a course certificate.

Who should attend

This course is designed for practitioners in project management who have either not yet obtained basic training, or not yet on all subjects of the project cycle.

This includes:

- Project managers
- Programme coordinators
- Key field and HQ staff involved in project management
- Managers supervising project planning and implementation

We strongly advise beginners and intermediary practitioners to choose the basic courses while only experienced practitioners should choose this advanced Project Cycle Management Compact course.

Learning objectives

At the end of the course, participants know how to conduct a needs assessment, how to plan a project and program its activities as well as how to design monitoring and evaluation systems.

Course organisation

The training course is based on a series of modules, which can be adapted to the requirements of the course participants.

The emphasis is put on practice and exercises and includes:

- Group work
- Brainstorming
- Questions and answers
- Role plays
- Short presentations

Course programme

Day 1	1. INTRODUCTION TO PROJECT CYCLE MANAGEMENT <ul style="list-style-type: none">▪ The steps 2. NEEDS ASSESSMENT <ul style="list-style-type: none">▪ The needs assessment concept▪ The needs assessment process▪ Defining and analysing problems▪ Mapping stakeholders
Day 2	3. PLANNING A PROJECT USING A LOGICAL FRAMEWORK AS A TOOL <ul style="list-style-type: none">▪ Approaches to planning: The Result-Based Management Concept▪ The planning process and its link with the needs assessment▪ Defining the operational strategy▪ Designing the intervention (objectives and assumptions)
Day 3	<ul style="list-style-type: none">▪ Designing the intervention (indicators) 4. PROGRAMMING THE ACTIVITIES AND PREPARING THE MANAGEMENT TOOLS <ul style="list-style-type: none">▪ Defining the work plan: tasks, timing and resources allocation▪ Preparing key management tools
Day 4	5. MONITORING AND EVALUATION <ul style="list-style-type: none">▪ Why monitoring and evaluating?▪ Definitions 6. MONITORING <ul style="list-style-type: none">▪ Types of monitoring▪ When and how to conduct an activity monitoring▪ When and how to conduct a situation monitoring
Day 5	<ul style="list-style-type: none">▪ When and how to conduct results monitoring 7. EVALUATION <ul style="list-style-type: none">▪ When and how to do an internal evaluation▪ How to contribute to an external evaluation

Individual consultation

Participants can obtain an individual consultation from the trainer during or after the course on how to further develop a project of their own, or on another subject of their choice.