

Project Cycle Management Compact (5 days)

Project planning, design, monitoring and evaluation for advanced users

Course overview This comprehensive course provides fast-track training on project management. It 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 course provides training on all phases of the project cycle in a compact format: Needs assessment, planning (analysis and design) of the project, monitoring the implementation of the project, and preparing an evaluation.

Who should attend The course is designed for practitioners in project management with at least one year of experience, and 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 designing and planning projects
- Managers supervising project development and implementation

Learning objectives At the end of the course, participants know how to make needs assessment, to plan, design and monitor a project following the results-based management concept and using the logical framework as a tool.

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:

- Short presentations
- Case studies, group work
- Brainstorming, discussions
- Exercises
- Simulations

Course programme

Day 1	<p>1. <u>Opening</u></p> <ul style="list-style-type: none"> ▪ Acquaintance ▪ Participants' expectations ▪ Training objectives and program <p>2. <u>Result Based Management (RBM) Approach</u></p> <ul style="list-style-type: none"> ▪ Definition and benefits of RBM ▪ RBM logic and results chain ▪ Introduction to Project cycle management <p>3. <u>Needs Assessment</u></p> <ul style="list-style-type: none"> ▪ Definition of needs ▪ Aim and process of a needs assessment ▪ Methods and tools
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Day 2	<p>4. <u>Needs Assessment (continued)</u></p> <ul style="list-style-type: none">▪ Application of certain methods▪ Analysis of Data <p>5. <u>Planning Projects – Analysis phase</u></p> <ul style="list-style-type: none">▪ Problem identification and analysis▪ Stakeholders analysis
Day 3	<p>6. <u>Planning Projects – Analysis phase</u></p> <ul style="list-style-type: none">▪ SWOT analysis▪ Choosing the intervention strategy <p>7. <u>Planning Projects – Design phase</u></p> <ul style="list-style-type: none">▪ Development of the Log Frame:<ul style="list-style-type: none">○ Intervention logic○ Assumptions
Day 4	<p>8. <u>Planning Projects – Design phase</u></p> <ul style="list-style-type: none">▪ Development of the Log Frame:<ul style="list-style-type: none">○ Indicators: Definition, types, constituents and quality○ Sources of verification▪ Planning the project implementation <p>9. <u>Monitoring and Evaluation</u></p> <ul style="list-style-type: none">▪ Definitions and importance▪ Types of monitoring
Day 5	<p>10. <u>Monitoring (continued)</u></p> <ul style="list-style-type: none">▪ When and how to conduct monitoring <p>11. <u>Evaluation</u></p> <ul style="list-style-type: none">▪ Types of Evaluation▪ When and how to do an internal evaluation▪ How to contribute to an external evaluation <p>12. <u>Closure</u></p>

Participants can obtain an individual consultation from the trainer during the course.