Project Planning, Monitoring and Evaluation

Course Objectives
This programme has the following as its objectives:
- To explain the main responsibilities of a project manager and how to carry out these
- To equip participants with modern project approaches and project management techniques
- To provide tools for project control and evaluation
- Improve professional project managers’ capacity to formulate, monitor and evaluate projects
- Apply computer skills to project management and evaluation

Target Group
- Project managers and Project coordinators
- Senior project Analysts and Senior Project Officers
- Project Controllers
- Donor Coordination officers
- Development Consultants and Officers
- Development Project Officers in Government, Private Sector and NGO’s

Course Contents
- Project management concepts and principles
- Project Cycle management
- Introduction to project planning methods and tools
- Problem Diagnosis techniques
- Project stakeholder analysis
- Target group analysis – Participatory Rapid Appraisal (PRA)
- Analysis of Institutional Framework
- Resource and Activity planning and scheduling
- Project Risk Analysis and management
- Tools for project Implementation
- Tools for communication management
- Tools for Human Resources Management
- Tools for project control
- Project evaluation techniques
• Designing a Monitoring System
• Selecting an Evaluation Design
• Preparing for Evaluations
• Selecting Indicators
• Dealing with multiple projects
• Tender and contract management
• Writing project reports and proposals
• Documentation and Report Presentation Skills
• Tools for project closure
• Managing Project success and failure factors
• Action Planning

Dates: 19th – 30th August 2019
Duration: 2 Weeks
Course Costs: US$2850/delegate
Venue: Kigali, Rwanda