Institute for Capacity Development (ICD)

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Projects Planning, Monitoring and Evaluation

The training program is designed for participants who work in project planning and implementation with responsibilities in monitoring, evaluation and project appraisal and who wish to enhance their skills. The program will improve the participants' capacity to apply concepts and tools of M&E in order to improve the overall efficiency of project planning, management, and implementation.

Course Objectives

On completion of the programme, participants should be able to:

- Recognizing basic elements for the planning of M&E.
- Identify the critical attributes of well-formulated Indicators.
- Identifying the critical attributes of well-formulated Assumptions that can be monitored.
- Distinguishing between project monitoring, formative evaluation and summative evaluation.
- Plan a monitoring and evaluation project
- Develop evaluation questions that address stakeholders needs
- Effectively communicate monitoring and evaluation data.
- Provide tools for project control and evaluation

Target Group

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

Course Outline

- Project management concepts and principles
- Project Cycle management

- Problem Diagnosis techniques –Project stakeholder analysis
- Analysis of Institutional Framework
- Resource and Activity planning and scheduling
- Project Risk Analysis
- Tools for project Implementation
- Tools for communication management
- Tools for Human Resources Management
- Tools for project control
- Monitoring tools
- M&E as a Component of the Project Planning & Implementation Process
- Monitoring Tools, Methods and Procedures
- Evaluation Types (process evaluation, impact evaluation)
- Evaluation Models (pre and post evaluation, case control)
- Evaluation Planning, Design and Implementation
- Project evaluation techniques
- Dealing with multiple projects
- Tender and contract management
- Report writing skills
- Writing project reports and proposals
- Documentation and Report Presentation Skills
- Tools for project closure
- Project success and failure factors
- Computer applications
- Action Planning

Dates: 07th – 18th August 2023

Duration: 2 weeks

Course Costs: US$2850/delegate

Venue: Pretoria, RSA