



Institute for Capacity Development (ICD)

Suite 3B, Third Floor| Capital Centre Building, Werner List Street| P O Box 10193, Khomasdal, Windhoek, Namibia|
Phone: +264-61-401445 |Cell: +264816303279, +264813866883 |Fax: +264-61-401446 |E-mail: coordinator@icdtraining.com |

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

- Management skills
- 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
- Computer applications
- D-Base Management
- Action Planning

Dates: 06th – 17th February 2012

Duration: 2 Weeks

Course Costs: US\$2950

Venue: Pretoria, RSA



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Application/ Nomination Form

Organisation _____

Department _____

Email address _____

Postal address _____

Phone numbers _____

Course Title/ Code _____

Attendance Month/ Dates _____

	Surname	First Name	Position	Email
Delegate 1				
Delegate 2				
Delegate 3				
Delegate 4				
Delegate 5				
Delegate 6				

Attach a separate list in cases where the delegates are more than six (Applications can also be submitted online or by email).

Expected Benefits from participation _____

Authorised Signature: _____ Position _____ Date: _____