



# Institute for Capacity Development (ICD)

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## **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
- IT Skills
- Action Planning

Dates: 04<sup>th</sup> – 15<sup>th</sup> December 2017

Duration: 2 Weeks

Tuition Fee: US\$2850

Venue: Pretoria, RSA