

## COURSE DESCRIPTION *and* OUTLINE

The Project Development, Implementation, Monitoring and Evaluation Course is designed to upgrade Project Management skills of directors, managers and technical staff of NGOs, government agencies, and corporate foundations.

### Project Management Cycle

- ▶ Understanding the Project Management Cycle
- ▶ Linking projects with organizational strategies
- ▶ Basic steps in PDIME

### Project Development

#### Environmental Assessment

- ▶ Defining environmental factors
- ▶ Beneficiary/client assessment, project mix and project impact using various analytical tools

#### Organizational Assessment

- ▶ Models of organizational diagnosis
- ▶ Determining the intervention and plan of action
- ▶ Determining the level of organizational growth

#### Project Design and Planning

- ▶ Needs assessment
- ▶ Project Planning Matrix
- ▶ Project Logical Framework
- ▶ How to prepare a budget

### Project Implementation

- ▶ Implementing the project
- ▶ Identifying problems and difficulties encountered
- ▶ Tips to improve project implementation

### Project Monitoring & Evaluation

- ▶ Setting up a project monitoring and evaluation framework
- ▶ Assessment of financial/budget performance

### Methodology

The course would include lectures, case studies, as well as workshops to promote interaction among participants.

# PDIME

training  
& consulting

PROJECT DEVELOPMENT, IMPLEMENTATION, MONITORING & EVALUATION COURSE

*sharpen your organization's skills in project management*

Does your organization find it difficult to **translate project concepts into actions?**

What are the characteristics of an **effective project design?**

How would you **systematically implement** a project?

How would you ensure that your projects **achieve the desired results?**

## REGISTRATION FORM

Yes! Please register me/my organization in the  
*Project Development, Implementation, Monitoring and Evaluation Course*  
Our participants are:

Name	Designation
_____	_____
_____	_____
_____	_____
_____	_____

Organization/Company: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Date:

Venue:

Training Fees:

\_\_\_\_\_ inclusive of  
meals, snacks and  
training kit.

Participants will receive  
a training certificate



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