



Project Management, Monitoring and Control

To meet project objectives, the project team must identify and implement all the necessary activities to achieve specified targets. The seminar provides a global view and specific management strategies, tools and techniques for planning, monitoring and controlling projects and programmes. It will help Project Coordinators and team members in detecting problems or possible overruns early on in the execution by using clear project status reports.

PRACTICAL OBJECTIVES

- ✓ **Develop** a logical approach and process for mastering project implementation.
- ✓ **Increase** the participants' understanding and make appropriate use of the best known tools and techniques for planning, scheduling, budgeting and controlling a project.
- ✓ **Use** specialized software (like Microsoft Project) for project monitoring and control.



TARGET AUDIENCE:

- Coordinators
- Managers
- Project Directors
- Planning Specialists
- Monitoring and Evaluation Specialists

DURATION: 2 weeks

SEMINAR TOPICS

- **Project and Programme Context and Process:** Project and programme cycles. Stakeholders management (government, donors, contractors, consultants, beneficiaries, etc.). Logical framework, objectives, goals, outcomes, outputs, inputs. Project risk management and critical assumptions.
- **Project Planning and Project Plan:** Project constraints (scope, time, cost). Work Breakdown Structure (WBS). Activity sequencing and time estimates, project schedule and Gantt Chart. Critical path. Activity-based budgeting. Types of resources (material, human and financial). Resources allocation and optimization. Cost estimates. Contingencies. Project budget and cash flow. Integrating procurement activities into the operational schedule. Risk management plan. Applications with MS Project.
- **Project Monitoring and Control:** Actual cost and schedule updates. Status and reports for sector/service ministries and donors. Estimate at completion and revised project plan. Corrective and preventive actions. Earned-Value Management (EVM) method.
- **Participants' Project Implementation Framework:** Workshops on participants' projects. Budgeting, scheduling and cost control with Microsoft Project and Excel.