

Project Management

The key to project success

Use the project cycle approach to **design** and **manage** well-structured projects. Deliver results **on time** and **within budget**.

This new 10-day training course is a complete and comprehensive **overview of project management**. It covers the **tools** and **processes** you need to help you plan and manage your projects, at all stages of the project cycle and including **operational needs** and **managing your team**.

We provide you with **flexible templates and techniques**, and take a fresh look at **attitudes and behaviour** that enhance your capacity to address management issues.



Course Outline

- › Understand the project cycle management approach
- › Identify the manager's multiple roles
- › Assess proposals and project appraisals
- › Analyse and plan for multiple stakeholder needs
- › Encourage rigour and transparency with the logframe approach
- › Visit local organisations to discuss real life management challenges
- › Plan resource allocation and logistics
- › Explore day-to-day tools for monitoring and implementation
- › Differentiate between budgeting and financial management
- › Discuss key HR issues that every manager should be familiar with
- › Analyse team roles in a simulation and draw out tips for managing different staff

Benefits for your Organisation

- › Better structured projects using project cycle management approach
- › Multi-stakeholder ownership through participatory processes
- › Sound financial management for project sustainability
- › Improved project quality and efficiency

“It has been an extremely useful experience which helped bring out each participant's experiences and skills to enhance their capabilities. The process adopted by IMA was very much “participant centred” and covered a wide range of practice-oriented topics.”

Dr Henry Mohanraj,
Gramin Vikas Trust, India

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Sample Daily Course Objectives

Day 1	<ul style="list-style-type: none"> › Develop a common understanding of what development is trying to achieve › What is project management, and how does the project cycle fit into it › Identify different approaches to project management
Day 2	<ul style="list-style-type: none"> › Concepts and principles of participation › Be familiar with a range of participatory tools for project management, including their strengths and weaknesses › Define and analyse your project stakeholders
Day 3	<ul style="list-style-type: none"> › Define and devise SMART (specific, measurable, agreed upon, realistic and time-based) objectives › Construct a problem tree and convert to an objectives tree › Work with the Logframe: explain the linkages between objectives, indicators and assumptions
Day 4	<ul style="list-style-type: none"> › Complete a logical framework with objectively verifiable indicators and means of verifications › Select appropriate monitoring systems and information sources › Key components of an implementation plan and implementation planning tools
Day 5	<ul style="list-style-type: none"> › Working with budgets › Key requirements for resource planning › Typical procurement processes › Identify and assess risks using an established framework, and learn how to mitigate risk
Day 6	<ul style="list-style-type: none"> › Reporting on financial information › Explain the functions, features and key steps for developing a management information system
Day 7	<ul style="list-style-type: none"> › Information needs for daily project management › Describe common monitoring processes › Visit a local organisation to learn about their Project Management challenges
Day 8	<ul style="list-style-type: none"> › Key responsibilities for the project manager › Maximising your working environment › Manage recruitment and selection, and induction effectively › Manage project team roles and responsibilities to the best effect
Day 9	<ul style="list-style-type: none"> › Teamwork simulation exercise › Managing evaluations effectively › Project closure and how to transfer learning to future projects
Day 10	<ul style="list-style-type: none"> › Review : assess selected case studies using key criteria

Quick Facts

Duration	10 days		Course Fee	£2700
Venues	Brighton	19-30 Apr 20 Sept-1 Oct	Application Deadlines	8 Mar 9 Aug
	Cape Town	3-14 May 18-29 Oct		22 Mar 6 Sep
	Kuala Lumpur	8-19 Oct		27 Sep
Tailor-made	Have this course tailored to your specific needs, at a time and place it suits you. Call or e-mail us for a free quote, or complete our online enquiry form.			