

# Project Cycle Management

The key to project success



**This 10-day course gives you the tools and knowledge to design and manage well-structured projects. You will leave the course better able to plan and oversee all stages of the project cycle. You will also be better equipped to address management issues and manage your team more effectively.**

## Why choose this course

If you are a new project manager or a project officer responsible for one or more projects, this course will enable you to confidently manage staff and tasks more effectively.

Whether you work in the field or head office, you will learn how to maximise your team's input to deliver desired results. This course is also for you if you are a senior manager and want to build on your existing skills by exploring the latest project management theory and practice.

Team leaders who want to develop their ability to handle people management challenges also choose our five-day **Managing People** course ([download the Managing People course factsheet](#)). M&E specialists working at the project level also choose our **Monitoring and Evaluation** course to learn new ways to create and manage a successful M&E system ([download the Monitoring and Evaluation course factsheet](#)).

## What you will learn

Through a mix of practical activities, theory, current examples and offsite visits, you will learn how to:

- Manage the project cycle.
- Identify the project manager's multiple roles.
- Plan for multiple stakeholder needs.
- Develop the logical framework for management purposes.
- Combine day-to-day tools for monitoring and implementation.
- Analyse team roles and key human resources issues.

"I will definitely be recommending this training course to other people."

Ryssaldy Demeuova, National Programme Associate, United Nations Population Fund, Kazakhstan

**How long:** Ten days

**cost:** 2700

**when and where:**

- November 12-23, 2012, Kuala Lumpur, Malaysia
- Application deadline: October 1

## Ten-day course overview

### Day 1

#### Project cycle overview

- Defining the fundamentals of project management.
- Identifying different approaches to project management.
- Managing the stages of the project cycle.
- Understanding different approaches to poverty and development.

### Day 2

#### Participatory approaches and stakeholder analysis

- Using participatory tools for project management.
- Benefiting from facilitation techniques.
- Identifying and analysing stakeholders.

### Day 3

#### Project design

- Using a problem tree and objectives tree to analyse a situation.
- Working within a logical framework structure.

### Day 4

#### Implementation planning

- Creating a logical framework with objectively verifiable indicators.
- Building the implementation plan.
- Using implementation planning tools.

### Day 5

#### Further planning

- Defining budgets and budgeting techniques.
- Planning resources.
- Developing a procurement plan.
- Using a risk framework to assess, plan for and mitigate risks.

### Day 6

#### Management systems

- Reporting project finances.
- Dealing with corruption.
- Working with a management information system.
- Defining the organisation's information needs.

### Day 7

#### Monitoring project performance

- Half-day visit to a local organisation to investigate project management challenges.
- Understanding the role of monitoring in the project cycle.
- Selecting information needed for day-to-day project management.
- Using common monitoring processes.
- Optimising the logical framework as a monitoring tool.

### Day 8

#### The manager's role

- Identifying the project manager's responsibilities and analysing project management roles.
- Developing a high performing team.
- Defining team roles and team development stages.
- Recruiting, selecting and inducting new joiners.

### Day 9

#### Project completion

- Simulation exercise to consolidate your understanding.
- Managing evaluations effectively.
- Promoting learning from evaluations.
- Completing the project.

### Day 10

#### Assessing a project proposal

- Case study project proposal to review
- key learning points.

"The course was highly participative, and the group was motivated to share experiences."

Ash Sharma, Vice President, Nordic Environment Finance Corporation, Finland

## Apply for this course online at

[www.imainternational.com](http://www.imainternational.com) or call Luke on +44 (0)1273 833030 for more information. This scheduled course can also be tailored for your organisation. To find out how our tailor-made training can help your organisation call Tristan or Helena on +44 (0)1273 833030 or complete the training enquiry form at [www.imainternational.com](http://www.imainternational.com).