

Project Planning and Management with Logical Framework Approach (3 days)

How to design, present and monitor projects with the help of a concise and simple table

Course overview

The logical framework approach (LFA) is a management tool to design and manage projects. This approach leads towards the presentation of key project information in a simple table, the log frame.

The log frame summarizes long and short term levels of project objectives and respective measures for assessing progress.

The log frame provides a logical, practical and transparent project summary for all stakeholders. It helps to communicate a project outline clearly on one or two sheets of paper and thus should facilitate a participatory approach in project management. A majority of international funding institutions and donors require the use of LFA as a method of developing and presenting a project proposal and to monitor its implementation.

Who should attend

This course is intended in particular for:

- Project Managers
- Project team leaders
- Programme Managers
- Heads of Department
- Heads of Office
- Desk Officers

Learning objectives: How you and your organisation will benefit

On this course participants will be able to:

- Become familiar with the origin and development of LFA
- Define the characteristics and main elements of project design and management with LFA as planning tool
- Organise problem and stakeholders analysis in a participatory approach
- Translate results of analysis into objectives
- Identify a strategy to achieve objectives which takes into account stakeholder capacity and resources
- Identify activities necessary to achieve objectives
- Learn how to develop measurable progress indicators and how to collect information to verify indicators
- Take stock of external risks and assumptions which will influence the project design and its implementation
- Write and present a log frame for a project
- Learn how to update a log frame during the project lifecycle.

Course programme

Day 1	Overview <ul style="list-style-type: none">• What is logical framework analysis (LFA)• Why LFA is useful and how to use it• Identifying characteristics of LFA model• How to develop a LFA matrix Step One: Establishing Objectives <ul style="list-style-type: none">• Problem Analysis• Stakeholder Analysis
Day 2	Step One (continued) <ul style="list-style-type: none">• Defining project objectives and strategies• Setting up activities needed to achieve objectives• Listing resources required Step Two: Identifying Indicators and Means of Verification <ul style="list-style-type: none">• How to measure progress and results• Developing indicators• How to gather information needed to verify indicators
Day 3	Step Three: Considering Risks and Assumptions <ul style="list-style-type: none">• Identifying external factors necessary to achieve project objectives• Risk Analysis• Analysing assumptions Step Four: Using the Log Frame during Project Implementation <ul style="list-style-type: none">• Using the log frame for project presentations and reporting• Updating the log frame during implementation of the project

Individual consultations

Participants obtain an individual consultation from the trainer during or after the course on how to further develop a project of your own, or on another subject of their choice.

Course venue

Check the course dates at the NMS website for the updated list of courses. If there is no course in your country yet, your and your organisation can bring courses on NGO management directly to NGOs in your country rapidly and easily. For information about the partnership approach, the benefits for partner organisations and the three simple steps which are necessary to organize the first training course for NGOs in your community, please refer to the NMS website.