

Designing and Planning Projects (5 days)

Mastering fundamental project design skills

Course overview

If you fail to plan, you plan to fail! This interactive project management course focuses on the design and planning of projects. Participants are first introduced to Results-Based Management (RBM) and its application in project management. RBM focuses on performance and achievement of results and is the dominant management strategy in use.

The main tool used during this course is the logical framework approach, which provides a structured model for identifying expected results as well as the activities and inputs needed to accomplish them. The course provides tools to analyse problems and stakeholders, define objectives and determine activities based on stakeholder needs. It also introduces the implementation of a monitoring system. Participants learn how to best use the various tools with case studies and through group exercises.

This course is also available in French. Ce cours peut également être animé en français.

This is part of the Project Cycle Management course which provides a solid foundation on the three following core subjects:

- Needs Assessments in Emergency and Rehabilitation Situations (5 days)
- **Designing and Planning Projects (5 days)**
- Monitoring and Evaluation (5 days)

Participants obtain a certificate in Project Cycle Management after attending the three courses. Each of these courses covers one main subject and can also be taken individually, leading to a course certificate.

Who should attend

The course will benefit persons who are new to project management, or have some experience but not yet obtained training, in particular:

- Project managers
- Programme coordinators
- Key field and HQ staff involved in designing and planning projects
- Managers supervising project development and implementation

Learning objectives:

At the end of the course, participants have understood how to design and plan a project following the results-based management concept and using the logical framework as a tool.

Course programme

The training course is based on a series of modules, which can be adapted to the requirements of the course participants.

The emphasis is put on practice and exercises and includes:

- Group-work
- Brainstorming
- Questions and answers
- Role play
- Simulation
- Short presentations.

Day 1	<p>A. Project design: Concepts</p> <ul style="list-style-type: none"> • Why Results-Based Management • Introducing the RBM concept • Defining the results chain: Impact, outcome, output, activities, input • Designing a project with the RBM approach
Day 2	<p>B. Process</p> <p>Step 1: Problem identification and analysis</p> <ul style="list-style-type: none"> • Aim of problem identification • Problem analysis: Importance and challenges • Using the problem tree tool • Stakeholder analysis
Day 3	<p>Step 2: Choosing the operational strategy</p> <ul style="list-style-type: none"> • Defining priorities according to the problem analysis • Linking priorities to the mandate of the organisation <p>Step 3: Designing the project</p> <ul style="list-style-type: none"> • Introduction to Logical Framework Approach (LFA) • Formulating project objectives
Day 4	<ul style="list-style-type: none"> • Formulating project objectives (cont.) • Defining project activities • Analysing risks (assumptions) linked to the project • Identifying indicators and baseline
Day 5	<p>Step 4: Planning the project implementation</p> <ul style="list-style-type: none"> • Sequencing and scheduling project activities • Planning the resources (budget, materials, human resources; roles and responsibilities) • Creating data-collection tools for indicators • Planning a successful monitoring system

Individual consultation

Participants can obtain an individual consultation from the trainer during the course on how to further develop a project of their own.