

Dates

Jan 21-25, Oct 20-24 (Abuja)
Apr 21-25 (Lagos)
July 21-25 (Kaduna)

Course Ref
EE/LM/02

Duration
1 Week

Fee
NGN 89, 500

PROJECT MANAGEMENT THE COMPLETE CYCLE

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The first element of this programme is designed to enhance participants' skills in providing effective strategies and practical tools and techniques for the management and development of both public and private sector programmes and projects. These tools and techniques are designed to be highly flexible and wide-ranging in order to meet organizational needs across the project and programme spectrum, from relatively simple performance improvement projects through to complex multi-million dollar national capacity-building programmes.

The second element of the programme will provide participants with the tools, methodologies and approaches required to effectively evaluate and monitor their own programmes and projects and demonstrate the need for systematic information gathering and objective appraisal.

Sample Schedule

- 🕒 **Morning Session I**
The first session of the day lasts two and half hours
- 🕒 **Tea Break**
A 30-minute tea break for relaxation, tea and light snacks
- 🕒 **Morning Session II**
The second session stretches into noon and only last one and half hours
- 🕒 **Lunch Break**
- 🕒 **Afternoon Session**
The third and final session lasts two hours
- 🕒 **Group Activity**
Participants interact in different group tasks

LEARNING OBJECTIVES

You will be able to:

- A primary objective of the course will be to ensure that programmes and projects are aligned to the achievement of each participant's organization or national government's strategic objectives
- Participants will be better able to conceptualize, define appraise, plan, implement and successfully conclude programmes and projects
- Provide effective management techniques for programme and project teams
- Apply best practice and avoid common pitfalls in programme and project management.
- Assess Monitoring and Evaluation (M and E) methods, tools and approaches
- Undertake the efficient and effective collection and analysis of data
- Provide a logical approach to integrating M and E with planning and project management
- Improve the management of the M and E function
- Improve the effectiveness of the M and E process to aid the realization of programme impact.
- Ensure that M and E staff has the skills to work with partners in getting the most out of the M and E

process.

- Contribute to the achievement of desired development goals and ensure 'early warning' and strategies for preventing failures.

COURSE CONTENT

Part 1

- How to initiate and scope projects, aligning them to strategic organizational and programme goals
- How to manage single and multiple streams and relatively straightforward through to more complex programme and projects
- Project appraisal; how to forecast requirements, source funds and effectively manage finances, ensuring transparency and accountability
- How to select and apply relevant methods and techniques of effective project planning, scheduling, supplier management, logistics and control
- The role of project management software applications
- Using Microsoft Project to create and configure the required outputs of the project plan
- Using Microsoft Project to track project progress
- How to conduct feasibility studies, assess and manage risks
- Effective quality management of

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programmes and projects.

Part 2

- Modern practices in Monitoring and Evaluation
- The role of the Evaluator
- The use of logical, strategic and results orientated frameworks to control programmes and projects
- How to collect and use data to gain learning and communicate recommendations for improvement
- Working effectively with Development Partners
- Project Management
- Performance Management
- How to set objectives and measure success effectiveness and efficiency
- Planning and Managing M and E units
- Undertaking social impact surveys and other impact evaluations.