



Effective Project Management: Core Skills from Concept to Plan

Project management best practices are at the heart of successful projects and programmes funded by technical and financial partners (TFP). The same is true of projects managed by the semi-public and private organizations. This seminar provides a global view of project governance, focusing on the major phases and tools of the project life cycle, from identification to final evaluation.



TARGET AUDIENCE:

- Project Directors
- Project and Programme Coordinators
- Project Management Officers
- Public and Private Sector Managers

DURATION: 1 week

PRACTICAL OBJECTIVES

- ✓ **Consolidate** project management knowledge.
- ✓ **Get** an overview of project management best practices.
- ✓ **Master** the fundamentals and the processes of the project cycle from project initiation to project termination or closure.

SEMINAR TOPICS

- **Context of Project Management:** Definition of projects. Comparison of projects to operations, programs and portfolios. Project management skills and success factors. Results-based project management.
- **Detailed Project Cycle:** Project identification, the importance of the preparation phase, project appraisal, negotiation and approval, project implementation and supervision, final evaluation.
- **Project Identification and Preparation:** Need and stakeholder analysis. Objectives, goals, evaluation of options. Results chain and results framework. Performance indicators. Risk identification. Procurement and coordination of technical, institutional, economical, environmental and social assessments.
- **Project Planning:** Main tools and techniques of project planning. Work breakdown structure (WBS), project schedule and budget, resource types and assignments, procurement plan, risk management plan, communication plan.
- **Executing, Monitoring and Controlling:** Managing the project team. Project progress reporting and performance reviews, forecasting, audits and corrective actions.

