**Project Management**
for Development Organizations

PM4DEV®

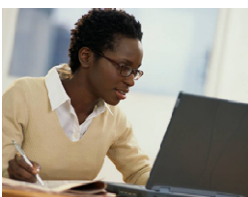1201 Peachtree St.
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# Project Design, Monitoring and Evaluation

This course presents the principles of Design, Monitoring an Evaluation (DM&E) Cycle. DM&E is a critical element of development projects as it provides the information needed to make decisions for project management, improve the efficiency and effectiveness of the interventions and satisfy accountability requirements.

This course will give students an understanding of the most common processes, tools, techniques, and theories that are necessary to monitor and evaluate a project. This course examines the defining characteristics of monitoring and evaluation techniques, and introduces the student to a variety of project management techniques that can be applied in a development project context. Through case study exercises and group discussions, participants will learn the links between design, monitoring and project evaluation. This course will stimulate ideas on how to design and implement monitoring and evaluation processes that strengthen accountability and learning, and contribute to project effectiveness.

The online course has duration of three weeks. Each week the instructor will provide instructions to help students complete the required assignments. Students will participate in discussions and receive feedback from the course instructor. Students will have access to videos, lectures, tests, and assignments that can be accessed at any time. Students will apply their understanding in case study exercises that will be reinforced with feedback from the instructor. Successful completion of all the course requirements will lead to the award of a Certificate of Completion.

The course is asynchronous; the instructor provides materials, lectures, tests, and assignments that can be accessed at any time. Students are given a timeframe during which they need to complete the assigned activities, participate in discussion forms, and submit their exercises in order to receive a grade.

# Project Design, Monitoring and Evaluation

## About this course

This is an introductory level course that will present the fundamentals of DM&E Cycle in development projects with practical applications of concepts and methods. This course will provide participants with tools, techniques and resources needed for designing, planning, organizing, monitoring and evaluating development projects. You will need between 8-10 hours per week to complete the lectures and case study exercises.  You will participate in engaging online conversations with peers from around the world while receiving a constant guidance from the instructor.

## Audience

 This course is designed for those who want to start a career in development or are just starting a job in a development project. Participants include those who have a general interest in monitoring and evaluation and desire to develop in the field as a career or improve their employability for M&E related jobs in the government and non-governmental sectors. Participants to our courses come from various parts of the world, and they bring a wealth of experience and knowledge that is shared in the course forums.

## Objectives

 At the end of the course, participants will become familiar with the methods and tools to design, monitor and evaluate a development project. You will learn the steps required to design a project using the logical framework, elements of a good project proposal and the components of an effective monitoring and evaluation plan.  Participants will have an improved understanding of how DM&E can improve the quality of their projects while promoting learning and accountability. At the end of your course you will have the confidence to apply the principles of monitoring and evaluation in your project.

## Requirements

There are no requirements to take this course, although the students will benefit if they know the type of work that occurs in development organizations and development projects, or had some experience working on a project. Students should have a good internet connection, Adobe Reader in their computers as well as MS Office to work on the course assignments. Good connectivity is required to watch some of the online videos. As a convenience to our remote students you can download most of the course material to read offline. A copy of the textbook will be available in pdf format

## Registration fees

The course fee is due before the start of the course; you can receive a 20% discount if payment is made one week before the course starts.  On the registration page you can choose your preferred payment methods. We accept all major credit cards in a secure online payment system. We also accept payments via Western Unions or Money Gram. If you have any questions or require more instructions to send your payment please contact us at info@pm4dev Reference: eCourse PDME. We offer additional discounts for groups from development organizations.

## Course Syllabus

**Session 1 – The Project Concept**
The Design, Monitoring and Evaluation Cycle
Development Strategy
Programs and Projects
Project Identification
Project Concept

**Session 2 – Project Design**
Situation and Problem Analysis
Identifying Stakeholder
Mapping Stakeholders Needs and Interest
Logframe Matrix
Project Proposal

**Session 3 – Project Planning**
SWOT Analysis
Monitoring Plan
Roles and Responsibilities
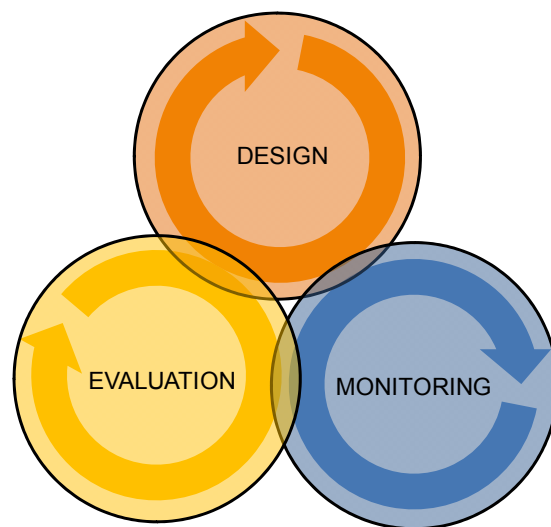Project Management Plan

**Session 4 – Project Monitoring**
Baseline Data
Information Management
Data collection
Monitoring Activities and Outputs
Monitoring Outcomes and Assumptions

**Session 5 – Project Evaluation**
Evaluation Terms of Reference
Formative and Summative Evaluations
Managing Evaluations
Reporting Project Progress and Findings

**Session 6 – Reflective Practice**
Learning Lessons
Adapting the Plan
Continuous Improvement
Communicating the Results

## Instructions

- **Registration.** See the **course schedule** to select a date
- **Fees**. The course fee is **USD$150** and is due before the start of the course, you can receive a **20% discount** if payment is made one week before the start of the course
- **Group Discounts**: For groups or organizations that want to register 5 or more students we offer an additional 20% discount.
- **Access**. You will have access to the online course starts five days before the start of the course to prepare and get familiar with the site
- **Course Limit**: The course is limited to **20 students** per class.
- **Course Duration.** The course is three weeks long and requires between 30-40 hours to complete it.
- **Materials**. Course materials are available for download from the online course module page to allow for printing and review.
- **Evaluation**. It is required that participants complete the course evaluation after they take the final exam.
- **Course Credit.** This course provides **15 PDUs** (Professional Development Units)* or 35 contact hours.

## Certificate

Students that successfully complete the course will receive a completion certificate. The certificate is a demonstration that you have learned the core principles of Effective Project Management; it is a valuable credential for your professional growth.

Upon receiving your certificate, you will join a growing number of people who are building their competencies to increase their skills and knowledge to improve the quality of the projects they manage. The certificate is delivered worldwide via First Class airmail at no extra cost.

# Course Feedback

**Over the last year we have received very good feedback from students of this online course, here is a small sample:**

- *I enjoyed the pace and the progress of the course as it clearly guides you through the different stages in the design, monitoring, and evaluation of a project week by week. As a novice in the world of development organizations I also liked the extra material provided as it deepened my understanding by linking theory to case-studies. I am now looking forward to applying my new knowledge in my field: education. Emanuele Pesoli, Italy*

- *Extremely detailed Course translated so simply to its participants. Special Thanks to Rodolfo. Ifeanyichukwu Ngobili, Nigeria*

- *The unique thing about this course is that it offers you what you cannot get from the Academic courses. I advise everyone interested in improving their skills in Project Management to do the course. It is good value for money. Vandras Luywa, Zmabia*

- *The online course on Project Design, Monitoring and Evaluation is a good opportunity for me. Trough this course I have my capacity enhanced. The facilitator is also very dynamic. I am very happy about the course. I congratulate all the PM4DEV members. Kokou Adambounou AMOUZOU, Togo*

- *Overall, I am very impressed with the course, I did a few online courses and it is difficult to finish them or keep interested because the moderator is not engaging enough or the structure was not attractive. In this course it was very easy to remain engage in the discussions and exercises. Thank you, Paulo Lopez.*

PM4DEV is a Registered Education Provider (R.E.P.), approved by the Project Management Institute (PMI)®.to issue professional development units (PDU's) for its project management training courses.

Our instructors are experienced trainers and project managers who are PMP® certified. Our comprehensive courses in project management theory, fundamentals, principles and practices are designed around industry best practices and based on the Project Management Institute's (PMI®) Project Management Body of Knowledge (PMBOK®).

We are confident in our ability to provide comprehensive, practical courses that will enable you to further your project management education.