



## AGENDA

### Project Management and Reporting

Time	Session
<b>Day 1</b>	
9.00 – 9.30	Welcome and Training Overview
9.30 – 10.30	Understanding the NGO environment
10.30 – 10.45	<b>Coffee &amp; Tea Break</b>
10:45 – 11:15	Project management principles
11:15 - 12:15	Overview of the project cycle
12.15– 13.15	<b>Lunch Break</b>
13.15 – 14.15	Defining goals and objectives
14:15 - 15:00	Introduction to Logical Framework & Theory of Change
15.00 – 15.30	<b>Coffee &amp; Tea Break</b>
15.30 – 16.30	Activity - Designing a logframe
<b>Day 2</b>	
9.00 – 9.30	Recap of Day 1
9.30 – 10.00	Journey from goals to indicators
10.00 - 11.00	<b>Coffee &amp; Tea Break</b>
11.00 – 11.15	Resource mapping and gap identification
11.15 – 12.00	Stakeholder analysis and mapping
12.00 – 13.00	<b>Lunch Break</b>
13.00 – 14.00	Using SWOT for project planning and management
14.00 -15.00	Timelines and risk management matrices
15.00 - 15.30	<b>Coffee &amp; Tea Break</b>
15.30 – 17.00	Introduction to budgets and their role in project management

<b>Day 3</b>	
9.00 – 9.30	Recap of Day 2
9.30 – 11.00	From plans to results - milestones, deliverables and timelines
11.00 – 11.15	<b>Coffee &amp; Tea Break</b>
11.15 – 12.00	Adaptive management - agility in design and implementation
12.00 – 13.00	Case study on adaptive management
13.00 – 14.00	<b>Lunch Break</b>
14.00-14.45	Problem solving and conflict resolution in project management
14.45 - 15.15	Case study on problem solving
15.15 – 15.30	<b>Coffee &amp; Tea Break</b>
15.30 – 16.15	Effective documentation for successful reporting
16.15 - 17.00	Brainstorming session on processes and improvements
<b>Day 4</b>	
9.00 – 9.30	Recap of Day 3
9.30 - 11.00	Understanding Monitoring & Evaluation
11.00 – 11.15	<b>Coffee &amp; Tea Break</b>
11.15 – 12.15	SMART indicators for measuring success
12.15 -12.45	Key components of project reports - technical and financial
12.45– 13.30	<b>Lunch Break</b>
13.30 – 14.30	Communication as a key tool in project management
14.30 – 15.30	Case study on different communication methods
15.30 – 16.00	<b>Recap and Ask-me- anything session over Coffee and Tea</b>
16.00 - 16.30	Lesson Learned
16.30 - 17.00	Closing session

**\*NB\*** This Agenda is indicative only. This is your training course and we will use the time we have together in the way that it benefits you best. As such we will keep the agenda flexible to suit your needs.