Training Course on Project Management, Monitoring and Evaluation with MS Project

Professional Development Training Course Outline

Category	Project Management	**Duration**	5 Days
Base Fee	$1,500 USD	**Delivery Mode**	Online / On-site Hybrid

Course Introduction

In today's fast-paced and results-driven environment, organizations must deliver projects that are efficient, impactful, and aligned with strategic objectives. Effective **Project Management, Monitoring, and Evaluation (M&E)** ensures that initiatives are planned meticulously, implemented effectively, and monitored rigorously to achieve desired outcomes. This **Training Course on Project Management, Monitoring, and Evaluation with MS Project** is tailored to equip professionals with the skills, methodologies, and tools necessary to deliver projects that create lasting value.

Effective project monitoring permits a venture group to settle on suitable choices on an everyday basis and guarantees that tasks are done as arranged and changed when vital.

Fruitful projects and programs start from a pre-arranged arrangement of exercises and occasions. In any case, things rarely work out precisely as arranged. Administrators should thus intermittently monitor selected indicators and measure performance amid usage so they can make opportune modifications where important, and also along these lines decide the degree to which the program or venture achieved its objectives.

Programme Curriculum

Training Course on Project Management, Monitoring and Evaluation with MS Project

Introduction

In today's fast-paced and results-driven environment, organizations must deliver projects that are efficient, impactful, and aligned with strategic objectives. Effective Project Management,

Monitoring, and Evaluation (M&E) ensures that initiatives are planned meticulously, implemented effectively, and monitored rigorously to achieve desired outcomes. This course is tailored to equip professionals with the skills, methodologies, and tools necessary to deliver projects that create lasting value.

Training Course on Project Management, Monitoring, and Evaluation with MS Project blends traditional project management principles with modern M&E frameworks while integrating the practical application of MS Project. This powerful software is a globally recognized tool that facilitates project planning, scheduling, tracking, and reporting. By combining theoretical concepts with real-world applications, participants will gain a comprehensive understanding of how to manage projects and measure their success efficiently.

Organizations often face challenges such as missed deadlines, budget overruns, and ineffective evaluations. This course addresses these challenges by providing actionable insights, techniques, and hands-on practice to ensure project managers and teams are equipped to meet their goals. Participants will also learn to design and execute monitoring and evaluation plans, fostering accountability and continuous improvement.

Whether you're working in the corporate, government, or non-profit sector, this course is designed to enhance your ability to manage diverse projects, monitor performance metrics, and evaluate outcomes. With a focus on practical case studies and interactive learning, the training ensures participants leave with actionable knowledge and enhanced technical capacity.

Course Duration

5 Days

Course Objectives

1. Master the fundamentals of project management and the project lifecycle.
2. Design effective project plans and schedules using MS Project.
3. Apply monitoring and evaluation principles to track and measure progress.
4. Use key performance indicators (KPIs) for better project assessment.
5. Conduct risk analysis and develop mitigation strategies.
6. Create and manage budgets, resources, and timelines efficiently.
7. Generate detailed project reports for stakeholders using MS Project.
8. Build comprehensive M&E frameworks tailored to specific projects.
9. Evaluate project impact and incorporate lessons learned into future planning.
10. Gain hands-on experience with case studies and real-world project scenarios.

Organizational Benefits

1. Improved project efficiency through structured planning and monitoring.
2. Enhanced ability to track and evaluate project impact.

3. Skilled workforce capable of leveraging MS Project for project success.
4. Better resource management and cost control.
5. Increased accountability and transparency in project execution.
6. Strengthened capacity to meet donor and stakeholder expectations.
7. Ability to mitigate risks and handle project uncertainties.
8. Greater collaboration and communication among project teams.
9. Tools and strategies to deliver projects on time and within budget.
10. Enhanced organizational reputation through successful project outcomes.

Target Participants

- Project managers and coordinators.
- Monitoring and evaluation professionals.
- Development and humanitarian project staff.
- Government officials managing public projects.
- Corporate teams handling strategic initiatives.
- Non-profit and NGO staff involved in program delivery.
- Consultants in project planning and evaluation.
- Academic researchers and students specializing in project management.

Course Outline

Module 1: Principles of Project Management

- Project lifecycle and its phases.
- Defining project goals, scope, and deliverables.
- Stakeholder engagement and communication.
- Work Breakdown Structure (WBS) creation.
- Case Study: Developing a project charter for a community initiative.

Module 2: Introduction to Monitoring and Evaluation

- Importance of M&E in project success.
- Developing key indicators for monitoring.
- Data collection techniques and tools.
- Aligning M&E with project goals.
- Case Study: Designing an M&E framework for a healthcare program.

Module 3: Using MS Project for Planning and Scheduling

- Navigating MS Project’s interface and tools.
- Creating detailed project timelines and milestones.
- Resource allocation and task management.
- Managing dependencies and critical paths.

- Case Study: Planning a disaster response project using MS Project.

Module 4: Monitoring and Tracking with MS Project

- Updating project progress and status.
- Tracking budgets and resource utilization.
- Generating reports and visual dashboards.
- Identifying and addressing project variances.
- Case Study: Monitoring a construction project with MS Project.

Module 5: Advanced Evaluation Techniques

- Conducting mid-term and end-term evaluations.
- Impact assessment and data analysis.
- Reporting results to stakeholders and funders.
- Using visualization tools for data presentation.
- Case Study: Evaluating the impact of an educational program.

Module 6: Risk Management and Lessons Learned

- Identifying and assessing project risks.
- Mitigation strategies and contingency planning.
- Documenting lessons learned for continuous improvement.
- Preparing for future projects based on evaluation insights.
- Case Study: Risk management in an international development project.

Training Methodology

- **Interactive Lectures**: Covering key project management and M&E concepts.
- **Hands-On Software Training**: Practical sessions on MS Project usage.
- **Case Studies**: Real-world scenarios for applied learning.
- **Group Discussions**: Collaborative problem-solving and strategy development.
- **Workshops**: Focused sessions on designing project plans and M&E frameworks.
- **Simulations**: Role-playing exercises to tackle project challenges.

Register as a group from 3 participants for a Discount

Send us an email: info@fineskilltrainingcenter.org or call *+254769199797*

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to Fineskill Training Center account, as indicated in the invoice so as to enable us prepare better for you.

Upcoming Scheduled Sessions

Start Date	End Date	Location	Price
23 Nov 2026	27 Nov 2026	Online	$1,000
23 Nov 2026	27 Nov 2026	Physical	$1,500
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$3,000
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$4,500
23 Nov 2026	27 Nov 2026	Physical	$6,000
23 Nov 2026	27 Nov 2026	Physical	$6,000

Ready to enroll or request a customized program? Book online or contact us:

Register Online Now