MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Project Management

Project Analysis and Design Program (PAD)

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSD2549	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course

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Course Overview

Sometimes, this might be quite challenging to communicate between the customer representatives and supplier employes. Mostly because the first ones are managers and the latter ones are IT proffessionals. Between those groups, the communication might be difficult. And that is why, all demands, expectations, interfaces, etc. should be identified and formulated into a written specification.

Based on this specification, a detailed analysis should be made by software architects, who will analyze all requirements in detail, identify and solve possible problems and sketch the system concepts. The analysis will also give answer to questions like what tools and technologies should be or is possible to use, what can be the project schedule, make better budget estimations, etc.

Course Outcomes

- To create a Project Plan
- To set up and manage projects effectively
- To scope out the objectives and deliverables for a project
- To calculate the resources required for a project
- To manage and motivate a project team
- To establish systems for monitoring and evaluating projects
- To create a motivated project team

Course Outline / Curriculum

BASIC PRINCIPLES

- Development cooperation as part of foreign policy
- Increasing coordination and coherence
- Strategic planning sets the framework
- Cooperation has various forms
- Policies require action
- Towards a common language
- An integrated approach improves learning
- Project cycle - the life of a development intervention
- Level of participation varies
- Achieving sustainable development
- Policies must match
- Better value for money
- Institutional capacity makes a difference
- People-centered development emphasises socio-cultural aspects
- Participation enhances ownership
- Gender equality and participatory development
- Environment - not only ecology
- Technology must meet the needs

PROJECT DESIGN

- Situation analysis - the cornerstone of project planning
- Background studies and the analysis of stakeholders
- Problem analysis - key to the project’s framework
- Objectives reflect an ideal future
- Strategic choices begin by fixing the project purpose
- Planning with logic
- Logical framework is a practical tool
- Intervention logic states the strategy
- Assumptions must hold
- Indicators make the plan concrete
- Approach describes how
- Organisation determines roles and responsibilities
- Budget details financial framework
- Various roles of the project document

MONITORING

- How stakeholders monitor
- Integrated approach facilitates monitoring
- What is monitored and how
- Progress reports
- Annual Monitoring Reports
- Other performance monitoring
- Financial reports

EVALUATION

- What evaluation is
- Evaluation has two main purposes
- Different types of evaluations and other related assessments
- Integrated approach and the Logical Framework
- Issues to be evaluated
- General evaluation issues and their relation to the logical framework
- Factors ensuring compatibility and sustainability
- How to plan and carry out an evaluation
- Terms of Reference
- Planning of evaluation requires expertise
- Participation improves quality
- Demand for local evaluation capacity is increasing
- Evaluation report - the first step
- What to do with the evaluation report
- Dissemination of conclusions and recommendations
- Approval and operationalisation of recommendations

Target Audience

- New Project managers
- Project team members wishing to move into project management roles
- Other operational staff wishing to learn project management tools and techniques
- Project planners
- Technical and engineering staff wishing to develop skills in managing projects

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairob
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flexib

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	Project Analysis and Design Program (PAD)
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____