



Humanitarian Project Cycle Management

Credits	2 credits ECTS for the full version or 1 credit ECTS for the short version
Dates	Full version: 21 February – 25 March 2022 (5 weeks) Short version: 21 February – 11 March 2022 (3 weeks)
Format	Online (combination of self-study and live sessions)
Live sessions	All live sessions are in group and mandatory - The timing will be agreed upon between the participants and the trainer at the beginning of the course. There will be 2 live sessions per week.
Language	English
Fees	CHF 1'500 for the full version or CHF 1'000 for the short version
Course Director	Sandrine Delattre - sandrine@practical-intelligence.ch

Course overview

Short description

This executive course aims at strengthening the capacities of project managers to design humanitarian responses that focus on sustainable and locally defined changes. The course is based on the Results-Based Management (RBM) approach and provides concepts and tools for each phase of the project cycle.



Objectives of the course

At the end of the course, you will be able to:

- Understand the aim and process of an assessment and conduct a problem analysis using the problem tree
- Plan a project and its monitoring system using the logical framework
- Program activities using the Performance and Evaluation Review Technique, Gantt chart and table of resources
- Monitor activities, results and risks
- Understand the differences between monitoring and evaluation as well as your role as a project manager

Workload

Around 50 hours of work over 5 weeks, including:

- E-learning courses
- Live sessions
- Individual and group work: readings, case study, reflexive analysis, forum discussions, etc.
- Individual coaching/follow-ups
- Reflexive analysis (compulsory only for those willing to obtain the ECTS credits)

The course can be taken while working providing you can secure around 10hours on a weekly basis including live sessions and group work in addition to the self-study courses.

Structure of the course

You will work on a case study to build a project as we go through the various courses covering the entire project cycle.

The emphasis is put on practice and experience sharing. You will have the opportunity to discuss about and reflect on your professional situation with the group and the trainer.

Short version



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ESC 2021-2022 Course at a glance

Should you wish to only take the assessment and planning modules, a short version of the course can be taken.

30 hours over 3 weeks (21 February – 11 March 2022), CHF 1'000, 1 credit.

Audience

- Professionals in the humanitarian, development or social sector looking to develop their competencies in project management, as well as reflect and capitalise on their experiences.
- Professionals from any other sectors (private, academic, etc) and graduate students with relevant volunteer or intern experience who wish to increase their understanding of project management in the humanitarian field.

PROGRAMME

Full version: 21 February – 25 March 2022

Short version: 21 February to 11 March 2022

NB:

- The following programme is subjected to change.

- Live sessions last 2.5hrs each. The timing will be agreed upon between the participants and the trainer

WEEK 1: ASSESSMENT (estimated workload for the week: 10 hours)		
Mon, 21 February	During the week (22-24 February)	Fri, 25 February
OPENING Live session	INTRODUCTION TO PROJECT CYCLE MANAGEMENT AIM AND PROCESS OF AN ASSESSMENT PROBLEM ANALYSIS E-learning courses, forum discussions (self-study) and case study (peer work)	MODULE CLOSURE Key learnings and feedback on the case study Live session

WEEK 2: PLANNING PROJECTS AND THEIR MONITORING SYSTEM (estimated workload for the week: 10 hours)		
Mon, 28 February	Tue, 01 March	Rest of the week (02-04 March)
PLANNING Logical framework (output driven approach) E-learning course	PLANNING Logical Framework (RBM approach) Live session (Part 1: RBM, result chain)	BUILDING THE LOGICAL FRAMEWORK Case study - part 1 (group work)

WEEK 3: PLANNING PROJECTS AND THEIR MONITORING SYSTEM - *Continued* (estimated workload for the week: 10 hours)

Mon, 07 March	During the week (08-10 March)	Fri, 11 March
<p>PLANNING Logical Framework (RBM approach)</p> <p>Live session (Part 2: Indicators and assumptions)</p>	<p>BUILDING THE LOGICAL FRAMEWORK Case study - part 2 (group work)</p>	<p>MODULE CLOSURE Key learnings and feedback on the case study</p> <p>Live session</p>

WEEK 4: PROGRAMMING (estimated workload for the week: 8 hours)

During the week (14-17 March)	Fri, 18 March
<p>BUILDING WORKPLAN AND OTHER KEY PLANS E-learning courses, exercises and forum discussion (self-study)</p>	<p>MODULE CLOSURE Key learnings and feedback on the exercises</p> <p>Live session</p>

WEEK 5: MONITORING & EVALUATION (estimated workload 12 hours)

During the week (21-23 March)	Thu, 24 March	Fri, 25 March
<p>MONITORING & EVALUATION: What, when, who, what, why and how E-learning courses, exercises and forum discussion (self-study)</p>	<p>COURSE CLOSURE Key learnings, feedback on the exercises and course evaluation</p> <p>Live session</p>	<p>REFLEXIVE ANALYSIS Individual work</p>