PROGRAMME & PROJECT MONITORING, EVALUATION & PERFORMANCE MANAGEMENT TRAINING COURSE

Introduction

This practical programme equips professionals with the knowledge and skills required to monitor programmes and projects effectively throughout their implementation cycle and assess whether planned activities, outputs and outcomes are being achieved. It provides a structured understanding of how systematic monitoring can help organisations track progress, identify emerging challenges, strengthen accountability and improve programme and project performance. The programme examines the relationship between programme planning, implementation, monitoring, performance measurement and evaluation, enabling participants to understand how monitoring information should be generated and used at different stages of the project cycle. Participants learn how to translate programme objectives and expected results into practical monitoring requirements and establish systems for collecting timely and relevant performance information. Key areas include the development of monitoring frameworks, indicators, milestones, targets, monitoring schedules, data-collection tools and reporting mechanisms. Participants explore how to track activities, outputs and outcomes while assessing progress against planned targets and identifying variations that may require management attention. The course also addresses field monitoring, implementation tracking, resource utilisation, project risks, quality of delivery and performance challenges. Participants learn how to identify delays, bottlenecks, underperformance and emerging risks and how to use monitoring evidence to support timely corrective and preventive action. Particular emphasis is placed on data quality and evidence-based monitoring, including the collection, verification, analysis and interpretation of monitoring information. Participants examine how monitoring data can be transformed into meaningful performance information for programme managers, project teams, senior management, donors, government institutions and other stakeholders.

Course Objectives

- Monitor programme implementation.
- Track project performance.
- Develop project indicators.
- Monitor outputs and outcomes.
- Identify performance gaps.
- Monitor implementation risks.
- Strengthen project reporting.
- Support evaluation processes.
- Use monitoring evidence.
- Improve programme delivery.

Course Modules

> Module 1: Programme and Project Performance
- Performance concepts
- Project objectives
- Results
- Performance management

> Module 2: Project Monitoring
- Monitoring principles
- Monitoring schedules
- Field monitoring
- Progress tracking

> Module 3: Indicators and Targets
- Output indicators
- Outcome indicators
- KPIs
- Targets

> Module 4: Implementation Monitoring
- Activity tracking
- Deliverables
- Milestones

- Implementation gaps

> Module 5: Resource and Budget Monitoring
- Budget monitoring
- Resource utilisation
- Procurement monitoring
- Value for money

> Module 6: Risk and Issue Monitoring
- Risk identification
- Risk indicators
- Issue tracking
- Corrective action

> Module 7: Outcome Monitoring
- Outcome measurement
- Service outcomes
- Behavioural change
- Intermediate results

> Module 8: Project Evaluation
- Process evaluation
- Outcome evaluation
- Effectiveness
- Evaluation evidence

> Module 9: Performance Reporting
- Project reports
- Dashboards
- Management reporting
- Stakeholder reporting

> Module 10: Performance Improvement
- Corrective action
- Adaptive management
- Lessons learned
- Continuous improvement