

Practical Project Planning, Delivery and Evaluation



Two-week professional development workshop
28 July to 8 August 2025 in London

Week one: Successful Project Delivery
Week two: Monitoring, Evaluation, Accountability
and Learning



BRITISH ACCREDITATION COUNCIL
ACCREDITED SHORT COURSE PROVIDER

PAi is accredited by the
British Accreditation Council
for Independent Further and Higher Education

About the workshops

A successful organisation has systems, cultures, processes and services that empower and support its people and key stakeholders to achieve the organisation's missions and goals. Effective project management is required to implement and harmonize all those elements. A successful project will move from the ideas, learning through the evaluation to results. Combining our Successful Project Delivery and Monitoring, Evaluation, Accountability and Learning workshops will enhance your skills in providing effective strategies and practical tools and techniques for the management and development of public and private sector projects. A primary objective of this programme is to ensure that programmes and projects are aligned to the achievement of each participant's organisation or government's strategic objectives and to learn lessons from M&E reviews to improve planning of ongoing and future projects.

Who are the workshops for?

These workshops are designed for both project and non-project management staff at all levels who are or who will be involved in the delivery and evaluation of projects and programmes. It will also benefit senior managers responsible for setting up new projects within their organisation.

How participants will benefit

During the week, you will:

- Increase your capabilities to define, appraise, plan, implement and control programmes and projects to deliver strategic benefits for your organisation
- How to initiate and scope projects, from the relatively straightforward through to complex programmes
- The use of logical, strategic and results-orientated frameworks to control programmes and projects
- The role of the evaluator
- Be able to design a monitoring, evaluation, accountability and learning (MEAL) system, set indications and confidently discuss and produce a results framework
- How to collect and use data and communicate recommendations for improvement
- Identify and avoid the common causes of project failure by applying best practice in project and programme management.

What the workshop will cover

The workshops will boost your skills by equipping you with effective strategies, practical tools and techniques to identify, develop, plan, control, implement and evaluate programmes and projects which are aligned to the objectives of your organisation as well as plan for and manage risks. You will also benefit from extensive practical hands-on experience of the tools and techniques using a realistic case study throughout the programme.

The workshops have been designed to be flexible so that it can be adjusted wherever practicable to your particular requirements and those of your organisation. You will be invited to give a short informal presentation on how project and programme management are practised in your home country.

Programme outline: Successful Project Delivery

Week 1	AM	PM
Day 1	<p>Welcome and introductions</p> <p>The programme and project environment</p> <ul style="list-style-type: none"> • Definitions and terminology • Project life cycles <p>Types of projects</p>	<p>Project and programme methodologies</p> <ul style="list-style-type: none"> • PRINCE 2 • Managing successful programmes • PMI <p>Using Agile project management to handle uncertainty</p>
Day 2	<p>Linking policy to project outcomes</p> <ul style="list-style-type: none"> • Aligning policy and project objectives <p>Overview of benefits management</p>	<p>Starting a project successfully</p> <ul style="list-style-type: none"> • Business cases <p>Financial appraisal</p>
Day 3	<p>Project techniques:</p> <ul style="list-style-type: none"> • Planning the sequence of delivery <p>Product flow diagrams</p>	<p>Practical planning exercise, including critical path analysis and estimating</p>
Day 4	<p>Risk management:</p> <ul style="list-style-type: none"> • Identifying project risks <p>Strategies to manage project risks</p>	<p>Monitoring and controlling projects:</p> <ul style="list-style-type: none"> • Information needs <p>Knowing when to stop a project</p>
Day 5	<p>Stakeholder engagement and leading project teams:</p> <ul style="list-style-type: none"> • Identifying and influencing key stakeholders • Communication with stakeholders <ul style="list-style-type: none"> • Project team roles: challenges of managing remote project teams 	<p>Review, feedback and scope for follow-up</p> <p>Presentation of certificates of attendance</p>

Programme outline: Successful Project Delivery

Week 2	AM	PM
Day 1	<p>Welcome</p> <p>Introductions and programme objectives</p> <ul style="list-style-type: none"> • ROAMEF Model <p>Overview of monitoring, evaluation, accounting and learning</p>	<p>Project/programme definition</p> <ul style="list-style-type: none"> • Problem Tree Analysis • Logical Frameworks <p>Theory of Change</p>
Day 2	<p>Project management and control</p> <ul style="list-style-type: none"> • Processes and procedures <p>Tools and techniques</p>	<p>Results-based management</p> <ul style="list-style-type: none"> • Setting clear and agreed objectives • Setting baselines / Monitoring for results <p>Using evaluation findings</p>
Day 3	<p>Key Performance Indicators (KPIs)</p> <ul style="list-style-type: none"> • What are they? • Selecting KPIs • Using KPIs 	<p>Data collection and analysis</p> <ul style="list-style-type: none"> • Statistical analysis • Designing collection methods • Data management <p><i>Visit to a London local government organisation / cultural visit</i></p>
Day 4	<p>Leading and managing the MEAL process</p> <ul style="list-style-type: none"> • Tools and techniques • Capability and capacity building <p>MEAL</p>	<p>Impact assessment</p> <ul style="list-style-type: none"> • Why evaluate impact? • What are impact assessments? <p>Economic, social, environmental impact assessments</p>
Day 5	<p>MEAL: A donor perspective</p> <ul style="list-style-type: none"> • Improving performance in the development world MEAL • Value for Money • Participants' action plans <ul style="list-style-type: none"> • The importance of good reporting 	<p>Final questions and discussions</p> <ul style="list-style-type: none"> • Review, feedback, evaluation and learning • Action Plans <p>Presentation of certificates of attendance</p>

We reserve the right to change the programme as necessary.

Workshop Directors

The Workshop Director for week one will be Stuart Wilson.

Stuart has over 30 years of experience of managing a variety of projects and programmes which include: IT, business change and construction projects. His main areas of expertise are project planning and control, project leadership, project risk management and strategic planning. He was seconded to the UK Government Olympic Executive where he was responsible for improving the planning and coordination standards of the London 2012 Olympic Games. Stuart is also an elected district councillor who sits on his council's strategic investment board and is a member of its urban planning and development committee.

The Workshop Director for week two will be Rob Clark.

Rob's main specialisations are project management consultancy, project support services and training. This experience has been gained through involvement with contractor and client organisations at all levels, both in the UK and overseas. He was formerly Head of Project Services for Atkins, one of Europe's largest engineering and management consultancies, where he led a team of over thirty project management specialists. He now operates as an independent consultant and has recently carried out training for development and reform programmes in Sierra Leone, Zambia, Dominica, Iraq and a number of other locations. Over the years Rob has been engaged in many multi-disciplinary change programmes within government and the private sector. He was appointed as a visiting lecturer at City University, London, and previously worked for the UK's National School of Government where he developed and delivered many training courses.

How to apply

Please complete the PAI application form online via our website:

<https://public-admin.co.uk/booking-form/>

You can also complete our hard copy application form. Please contact us at pai@public-admin.co.uk to obtain a copy. Once completed return to Amanda Anderson, Programme Manager, at the same email address.

If you would like to discuss this workshop, any of our other international workshops or our consultancy services, please contact Claire Cameron, Director. We also have extensive experience of designing tailor-made training (from one day to two or three weeks) which can be run in your own country or in the UK to meet the specific needs of groups or individuals at all levels within your organisation. Please contact us if you would like further information.

Language

The workshop is conducted in English. You will need to have a good working knowledge of the language.

Location and arrival arrangements

The workshop is based in central London. We can arrange travel to and from one of the London airports into central London if you let us have your flight arrival details in good time. The cost of airport transfers is included in the fee.

Fees

The fee for the workshop will be £4,520. The fee for attending just one week is £2,550 and is payable at least 21 days before the first day of the workshop. It includes tuition, travel to and from the airport in London, travel on scheduled visits which form part of the programme¹, presentation material and other documentation. It also includes an Android tablet for you to use during the workshop and take home with you for future reference and follow up. We also provide lunch and refreshments during each working day as part of the fee.

Other costs

Airfares and daily travel to and from the workshop venue are not included. Our workshops are non-residential and you are responsible for your accommodation costs. We can help you with booking hotel accommodation so please let us know if you would like us to advise you or make a reservation. We suggest that you should allow approximately £160 per day for a modest standard of hotel (for example, three-star), local travel in the UK, meals (apart from a light lunch on working days) and other incidental expenses.

Value Added Tax

We do not have to charge UK Value Added Tax (VAT) if you can provide written confirmation from your government or its accredited representative that you are "employed by the government in furtherance of its sovereign activities". In all other cases, we will have to charge VAT (currently 20%) in addition to the fee.

Ways to pay

You, or your government agency, can pay by bank transfer or by cheque, made payable to Public Administration International. We also accept payment by credit or debit card. Please contact us if you would like to pay by credit or debit card.

Discounts

We offer a 10% reduction on the full tuition fee if we receive payment no later than 28 days before the first day of the workshop. If we receive payment after that, we will charge the full tuition fee.

Cancellations

If you have to cancel your booking, you must let us know in writing and we will acknowledge in writing your cancellation. For cancellations received up to 29 days before the start of the workshop we will refund the tuition fee, minus a charge of £200 to cover our administration costs. For cancellations received within 28 days or fewer of the start of the workshop, we will charge the full tuition fee. If you have paid the tuition fee and have subsequently been refused a visa to enter the UK, we will refund the tuition fee, minus a charge of £200 to cover our administration costs, providing you send us the original letter from the British High Commission/Embassy confirming refusal of a visa and providing you have not entered the UK.

Substitutions and transfers

If you have booked a place on a workshop and are not able to attend, we will accept an appropriate substitute at any time without penalty but our normal terms and conditions apply. Also, it is possible to transfer to a future workshop but only one transfer is permitted. Please get in touch with us and we will advise you about transfers.

Please see our website for our full terms and conditions. If you would prefer a hard copy of our full terms and conditions, please let us know.

<http://www.public-admin.co.uk/terms-and-conditions-for-booking/>

Insurance

We advise you to arrange travel and health insurance cover before you leave your home country.

¹Travel to and from the airport in London and on scheduled visits in the programme are provided at cost.

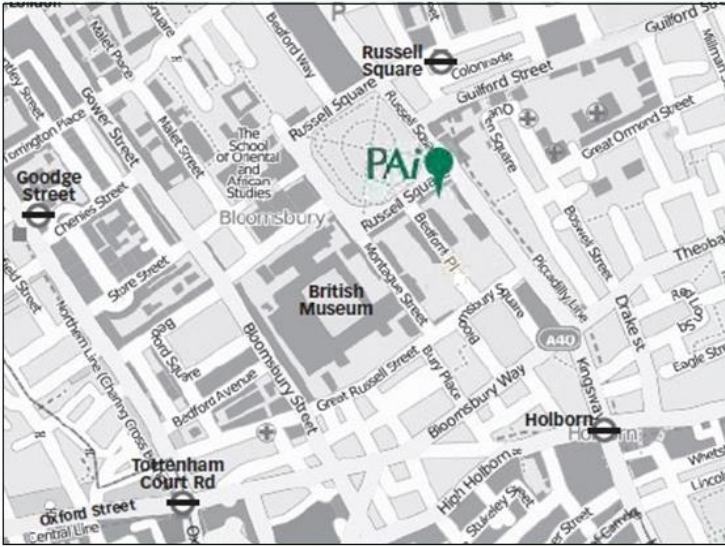
Who we are

PAI (Public Administration International) specialises in management consultancy, training and development services for organisations in, and associated with, the public sector worldwide. We provide advice and support for governments going through political, economic, structural and legislative change. Our extensive network of associates includes practitioners, academics and independent consultants. Our key objectives are promoting good governance and good practice in delivering public services. This workshop is one of a number of specialist UK-based professional development workshops designed to meet the needs of public services worldwide.

We pride ourselves on our:

- High quality, practical advice and support for our clients
- Professionalism and integrity
- Ability to offer excellent value for money
- Sound experience and track record internationally
- Networks and partnerships across the world
- Flexible, collaborative approach
- Friendliness and focus on putting people first.

Where we are



Public Administration International

56 Russell Square London WC1B 4HP UK

T: + 44 (0) 20 7580 3590 F: + 44 (0)20 7580 4746 E: pai@public-admin.co.uk