

18.2.0 PROJECT MANAGEMENT

18.2.01 INTRODUCTION

This module unit is designed to equip the trainee with knowledge, skills and attitudes that will enable him/her effectively manage projects within a society.

18.2.02 GENERAL OBJECTIVES

By the end of this module unit, the trainee should be able to;

- a) understand the stages and challenges of project management
- b) understand the challenges of project management
- c) appreciate the importance of effective management of projects in a society
- d) prepare and present project proposal report.

18.2. SUMMARY OF TOPICS AND TIME ALLOCATION

CODE	TOPIC	SUB-TOPICS	TIME
18.2.1	INTRODUCTION TO PROJECT MANAGEMENT	<ul style="list-style-type: none"> • Meaning of terms Project and Project Management • Characteristics of a good project • Types of projects • Importance of project management • Principles of project management • Role of community in project management • Role of project manager 	10
18.2.2	PROJECT MANAGEMENT CYCLE	<ul style="list-style-type: none"> • Project management cycle • Theories of project management cycle 	5 *
18.2.3	PROJECT IDENTIFICATION	<ul style="list-style-type: none"> • Meaning of project identification • Sources of project ideas • Factors influencing selection of community projects • Methods used in project identification • Steps in project identification • Challenges in project identification 	10
18.2.4	PROJECT PLANNING AND DESIGNING	<ul style="list-style-type: none"> • Meaning of terms project planning and project design • Steps in project planning • Factors to consider in project planning and design • Project planning techniques • Project logical framework/ Planning matrix 	10
18.2.5	PROJECT RISK MANAGEMNT	<ul style="list-style-type: none"> • Concept of risk management • Risk analysis • Performing risk analysis • Managing risks • Performing risk management • Implementing risk management 	10
18.2.6	PROJECT	<ul style="list-style-type: none"> • Meaning of project 	10

	IMPLEMENTATION	<p>implementation</p> <ul style="list-style-type: none"> • Factors to consider in project implementation • Role of project manager in project implementation • Procurement and contracting procedures • Challenges in project implementation 	
18.2.7	PROJECT MONITORING	<ul style="list-style-type: none"> • Meaning of project monitoring • Characteristics of appropriate monitoring system • Importance of monitoring the project • Stakeholders perspectives of monitoring • Challenges in monitoring projects 	10
18.2.8	PROJECT EVALUATION	<ul style="list-style-type: none"> • Meaning of project evaluation • Project performance indicators • Steps in project evaluation • Tools and techniques in project evaluation • Challenges in project evaluation 	10
18.2.9	PROJECT APPRAISAL	<ul style="list-style-type: none"> • Meaning of project appraisal • Components of project appraisal • Techniques used in project appraisal • Challenges in projects appraisal 	10
18.2.10	PROJECT TERMINATION	<ul style="list-style-type: none"> • Meaning of project termination • Ways of terminating a project • Impact of project termination • Challenges of project termination 	10
18.2.11	PROJECT SUSTAINABILITY	<ul style="list-style-type: none"> • Meaning of project sustainability • Reasons for sustaining projects • Factors that lead to project failure • Factors that lead to project sustainability • Project sustainability options • Challenges in project sustainability 	10

18.2.12	REPORT WRITING	<ul style="list-style-type: none"> • Meaning of project report • Factors to consider in project report writing • Format of project report • Importance of project report presentation • Challenges faced in project report writing 	10
18.1.13	COMMUNITY PARTICIPATION IN PROJECT MANAGEMENT	<ul style="list-style-type: none"> • Community participation in needs assessment • Community participation in decision making • Community participation in resource mobilization • Community participation in managing projects 	10
18.12.14	EMERGING TRENDS IN PROJECT MANAGEMENT	<ul style="list-style-type: none"> • Emerging trends in project management 	5
TOTAL			120

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18.2.1 INTRODUCTION TO PROJECT MANAGEMENT

Specific Objectives

By the end of this topic, the trainee should be able to:

- a) explain the meaning of a project , management, and project management
- b) explain the characteristics of a good project
- c) identify the different types of projects
- d) discuss the importance of project management
- e) discuss the principles of project management
- f) discuss the role of community in project management
- g) discuss the role of project manager

18.2.1.1 Meaning of terms

- Project
- Management
- Project management

18.2.1.2 Characteristics of a good project

18.2.1.3 Types of projects

18.2.1.4 Importance of project management

18.2.1.5 Principles of project management

18.2.1.6 Role of community in project management

18.2.1.7 Role of project manager

18.2.2 MANAGEMENT OF THE PROJECT CYCLE

Specific objectives

By the end of this topic, the trainee should be able to:

- a) state the stages of project cycle
- b) discuss the theories of project management

18.2.2.1 Project management cycle

18.2.2.2 Theories of project management

18.2.3

PROJECT IDENTIFICATION

Specific Objectives

By the end of this topic, the trainee should be able to:

- a) discuss the meaning of project identification
- b) discuss the sources of project ideas
- c) explain the factors that may influence the selection of community project
- d) describe the methods used in project identification
- e) discuss the steps used in project identification
- f) discuss the challenges of project identification

18.2.3.1

Meaning of project identification process

18.2.3.2

Sources of project ideas

18.2.3.3

Factors influencing the selection of the community projects

18.2.3.4

Methods used in project identification

18.2.3.5

Steps in project identification

18.2.3.6

Challenges in project identification

18.2.4

PROJECT PLANNING AND DESIGNING

Specific Objectives

By the end of this topic, the trainee should be able to:

- a) explain the meaning of project planning and designing
- b) discuss the steps in project planning
- c) explain the factors to consider in project planning and designing
- d) discuss project planning techniques
- e) design project logical framework

18.2.4.1

Meaning terms of

- Project planning

- Project designing

- 18.2.4.2 Steps in project planning
- 18.2.4.3 Factors to consider in project planning and designing
- 18.2.4.4 Project Planning techniques
- 18.2.4.5 Project Logical framework/planning matrix

18.1.5 PROJECT RISK MANAGEMENT

Specific Objectives

By the end of this topic, the trainee should be able to:

- a) explain the concept of risk management
- b) discuss the risk analysis
- c) explain how to perform risk analysis
- d) explain how to manage risks
- e) analyze how to perform risk management
- e) describe how to implement risk management

- 18.1.5.1 Concept of risk management
- 18.1.5.2 Risk analysis
- 18.1.5.3 Performing risk analysis
- 18.1.5.4 Managing risks
- 18.1.5.5 Performing risk management
- 18.1.5.6 Implementing risk management

18.2.6 PROJECT IMPLEMENTATION

Specific Objectives

By the end of this topic, the trainee should be able to:

- a) explain the meaning of project implementation
- b) discuss factors to consider in project implementation
- c) discuss the role of project manager in project implementation
- d) explain procurement and contracting procedures in project implementation
- e) discuss the challenges in project implementation

- 18.2.6.1 Meaning of project implementation
- 18.2.6.2 Factors to consider in project implementation
- 18.2.6.3 The role of a project manager in project implementation
- 18.2.6.4 Procurement and contracting procedures in project implementation
- 18.2.6.5 Challenges in implementing projects
 - Challenges
 - Management

18.2.7 PROJECT MONITORING

Specific Objectives

By the end of this topic, the trainee should be able to:

- a) explain the meaning of monitoring
- b) discuss characteristic of appropriate monitoring systems
- c) explain the importance of monitoring the project
- d) explain the different perspectives of monitoring
- e) discuss the challenges in monitoring projects

18.2.7.1 Meaning of monitoring

- Meaning
- Factors
- Techniques

18.2.7.2 Characteristics of appropriate monitoring systems

18.2.7.3 The importance of monitoring the project

18.2.7.4 Stakeholders Perspectives to monitoring

- Donor
- Community
- Government

18.2.7.5 Challenges in monitoring projects

18.2.8 PROJECT EVALUATION

Specific Objectives

By the end of this topic, the trainee should be able to:

- a) explain the meaning of project evaluation
- b) discuss the various project performance indicators
- c) discuss the steps in project evaluation
- d) discuss the tools and techniques used in project evaluation
- e) discuss the challenges in project evaluation

18.2.8.1 Meaning of project evaluation

- Meaning and importance
- Types of project evaluation
- Forms of project evaluation
- Factors to consider in project evaluation

18.2.8.2 Project performance indicators

18.2.8.3 Steps in project evaluation

18.2.8.4 Tools and techniques used in project evaluation

18.2.8.5 Challenges in project evaluation

18.2.9 PROJECT APPRAISAL

Specific Objectives

By the end of this topic, the trainee should be able to:

- a) explain the meaning of project appraisal
- b) explain the components of project appraisal
- c) describe the techniques used in project appraisal
- d) discuss the challenges in project appraisal

18.2.9.1 Meaning of project appraisal

18.2.9.2 Component of project appraisal

- Environmental
- Economic and Financial

- Socio-cultural
- Political

18.2.9.3 Techniques used in project appraisal

18.2.9.4 Challenges faced in project appraisal

18.2.10 PROJECT TERMINATION

Specific Objectives

By the end of this topic, the trainee should be able to:

- a) explain the meaning of project termination
- b) explain various ways of terminating a project
- c) explain the impact of project termination.
- d) discuss the challenges of project termination

18.2.10.1 Meaning of project termination

18.2.10.2 Ways of terminating a project

18.2.10.3 Impact of project termination

18.2.10.4 Challenges of project termination

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18.2.11 PROJECT SUSTAINABILITY

Specific Objectives

By the end of this topic, the trainee should be able to:

- a) explain the meaning of project sustainability
- b) explain reasons for sustaining projects
- c) discuss the factors that lead to project failure
- d) discuss factors leading to project sustainability
- e) explain the project sustainability options
- f) explain the challenges in project sustainability

18.2.11.1 Meaning of project sustainability

18.2.11.2 Reasons for sustaining projects

18.2.11.3 Factors that lead to project failure

18.1.13.4 Community participation in managing projects

18.1.14. EMERGING TRENDS IN PROJECT MANAGEMENT

Specific Objectives

By the end of this topic, the trainee should be able to:

a) discuss the emerging trends in project management

18.1.14.1 Emerging trends in project management

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