

Project Monitoring Course

Prepared & presented by:
Mrs. Deena Ibraheem

2023

Course Introduction



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY



Deena Ibrahim,
Master of Project Management, ESU,
B.A, English , Al Azhar University.



جامعة الجميع الذكية
EVERYONE'S SMART UNIVERSITY



Lecture 1

Project Monitoring Course Bachelor of Project Management

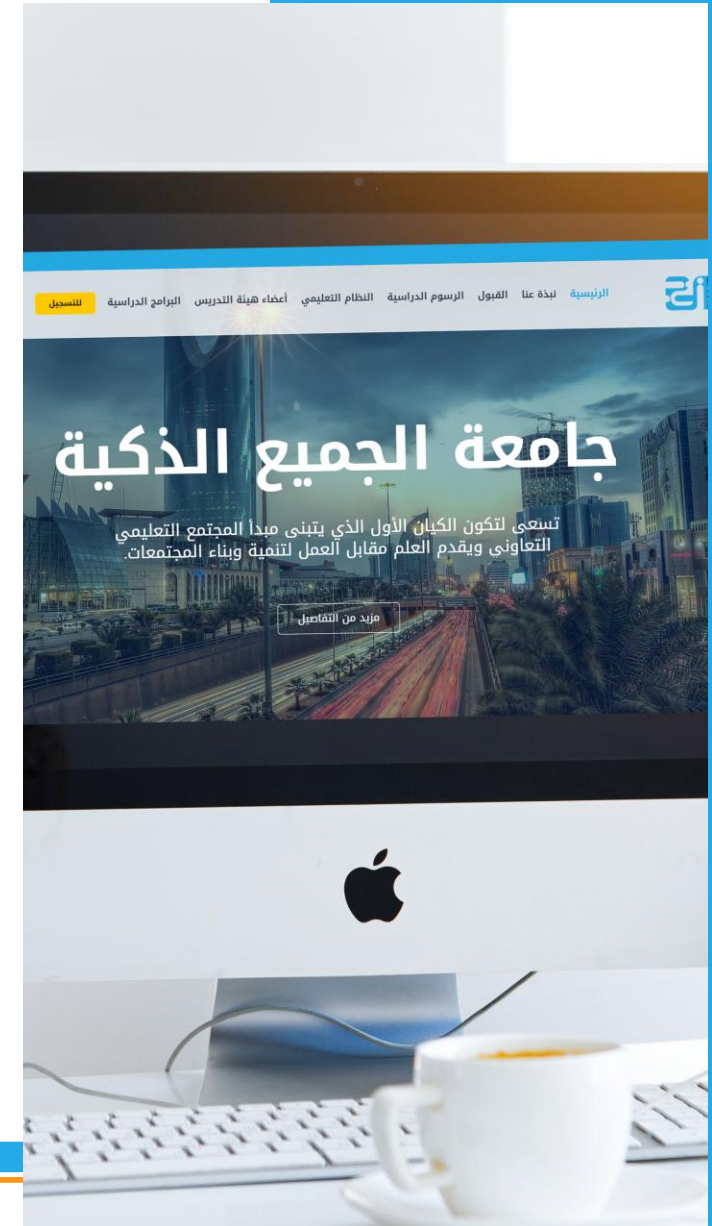
Reference Book



Lecture 1

General Introduction

«Empires of the
future will be
Empires of the
mind» **Winston
Churchill**



Lecture one: General Introduction

- **Overview of Project Monitoring.**
- **The place of Project Monitoring & Evaluation in the Project Cycle Management?**
- **Monitoring & Evaluation System and Framework.**

Lecture two, three, Norms, standards and management for monitoring and evaluation , session 1& 2

- Understand conceptual frameworks, principles, and guidelines necessary for the effective design and operation of project monitoring and evaluation systems.
- To highlight results-based monitoring and evaluation and the key steps for implementation.
- To set out the key principles for developing indicators.
- Understand what elements are essential to successful M&E, and what must be avoided.



Lecture Four, Session 1:

- **Monitoring & Methods Results**
- **Programme theory**
- **Theory of Change**
- **Results Matrix**
- **Remote management, monitoring and third-party monitoring**



Lecture Five: Monitoring:Methods **And results (Session 2)**

- Types of monitoring.
- Remote management, monitoring and third-party monitoring.
- Pulling it all together: Monitoring and evaluation plan.
- Reporting and learning.



Lecture 06 & 7: Session 1, 2 Methodologies for data collection and analysis for monitoring and evaluation

- Professional standards and ethical guidelines for monitoring and evaluation.
- Planning and designing data collection tools.
- Methods, approaches and tools for monitoring and evaluation.
- Presenting findings.
- Collecting and managing data.
- Analysing data.



Lecture 1

Lecture 08: Evaluation, Session 1,

Evaluation overview

Planning for evaluation

Accountability and learning from
Evaluation

Follow-up and using evaluation

Undertaking evaluation

Lecture 09 & 10 : Evaluation , Session 2, 3

Evaluation overview

Accountability and learning from evaluation

Follow-up and using evaluation

Undertaking evaluation

Planning for evaluation



**“You’ve no future
unless you add value,
create projects.”
Rosabeth Moss Kanter**

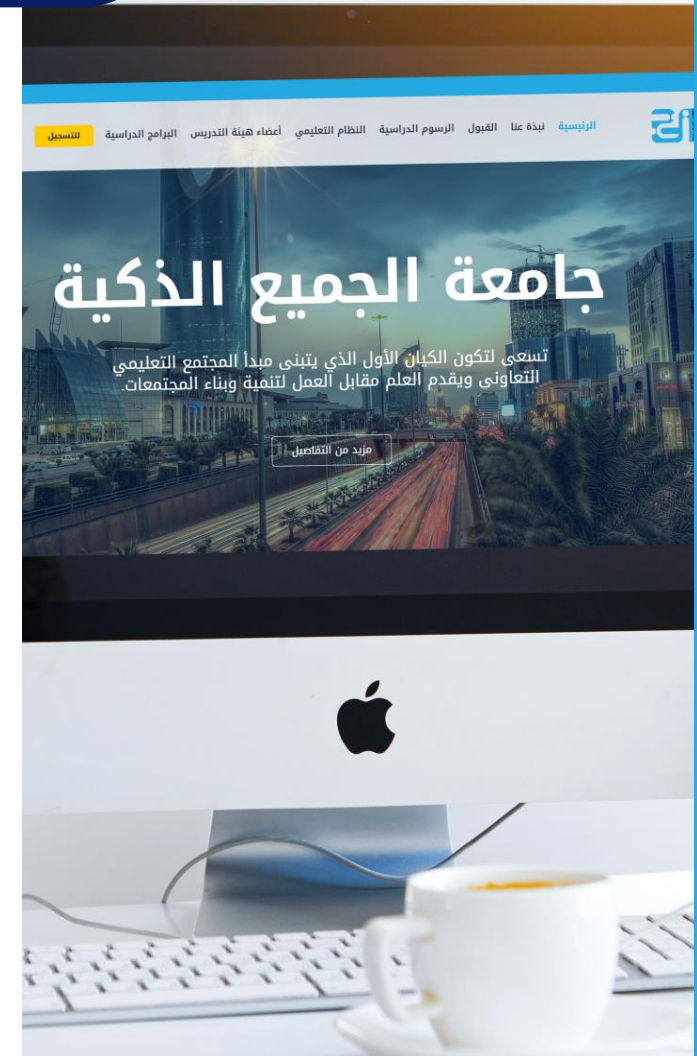
Project based on a business need or opportunity.
Often explored and initiated by the *Project Sponsor(s)*,
who writes or approves the *Project Charter*.

Has the following features:

- **A defined beginning and end.**
- **Unique goals and outcomes.**
- **Typically requires team members with varied skills.**



- **Conception/Initiation Phase**
 - Research conducted, leadership chosen, goals and requirements established.
- **Planning Phase**
 - Detailed plans drafted and documented.
- **Execution Phase**
 - Plans are implemented, intended result of project takes shape.
- **Closing Phase**
 - Results handed off, lessons learned collected.



Who is the Project Manager,

The Project Manager is responsible for delivering the project, with authority and responsibility from the Project Board to run the project on a day-to-day basis.



A project manager is responsible for:

- Implementing product strategy, including product improvement, feature prioritization, costing.
- Setting deadlines and ensuring that projects remain on schedule.
- Tracking the deliverables sprint and providing updates to relevant stakeholders
- Ensuring the project is sticking to the agreed-upon budget.
- Managing every moving part in relation to milestones, including schedules, documentation, staffing and, sometimes, HR concerns.
- Establishment of quality assurance cell to control quality.



The Project Management

Is the application of processes, methods, skills, knowledge and experience to achieve specific project objectives according to the project acceptance criteria within agreed parameters. Project management has final deliverables that are constrained to a finite timescale and budget.

- What distinguishes a project from another activity?
- For example, from a production activity?

PRODUCTION

- ❖ Repetitive.
- ❖ Reversible Low uncertainty.
- ❖ Stable process.
- ❖ Comparable statistics.
- ❖ Endogenous variables.

PROJECT

- ❖ Unique.
- ❖ Irreversible.
- ❖ High uncertainty.
- ❖ Meta process.
- ❖ Statistics difficult to compare.
- ❖ Exogenous variables.



What is project planning?

Project planning is a discipline addressing how to complete a project in a certain timeframe, usually with defined stages and designated resources, it includes:

- setting measurable objectives
- identifying deliverables
- scheduling
- planning tasks



Why is project planning important?

Project planning is important at every phase of a project. It lays out the basics of a project, including the following:

- scope
- objectives
- goals
- schedule



The Project Planning

The schedule that we establish before starting the project is intended to be presented at the kick-off meeting.

Every project starts with a kick-off meeting in which all the actors involved in the project participate in some capacity

We must identify **ABSOLUTELY ALL** the tasks from the planned project start date Until its successful completion.

Just to Remember

Word	Meaning
Stakeholders	A stakeholder is either an individual, group or organization that's impacted by the outcome of a project or a business venture. Stakeholders have an interest in the success of the project and can be within or outside the organization that's sponsoring the project.
PMO	Project management office, is a specific group that provides project management support to projects. They ensure that best project management practices and standards are met, and help the company deliver maximum value through its projects.
SWOT	(strengths, weaknesses, opportunities, and threats) analysis is a framework used to evaluate a company's competitive position and to develop strategic planning. SWOT analysis assesses internal and external factors, as well as current and future potential.
SMART	SMART stands for S pecific, M easurable, A chievable, R ealistic, and T imely.





Bibliographic references

- ☐ **Gray, Clifford, F and Larson, Eric, W. ‘ Project management the managerial process’; fifth edition.**
- ☐ **Camilleri, E. (2011). Project Success. Gower.**
- ☐ **Cleland, D. I. (2006). Global Project Management Handbook. McGraw-Hill.**
- ☐ **PMBOK Guide, seventh edition.**