

# Methods and Technique of Project Planning and Management

## Introduction

Project planning and management is the key to ensuring success and sustainability of any intervention. Over the years, it has been observed across the globe that organizations have started to assign added weightage to preparing an in depth analysis of the problems in the field which is the basis for having a detailed analysis on project planning and management. It needs no mention to elaborate here that an intervention not only have to be designed properly but also needs to be tracked properly for long term implications in the operational area. Hence there is a need to design the need based, objectively guided methods and techniques which will be helpful not only in planning the activities but also in implementing the same effectively for the benefit of the community and the area as a whole. A complete logical & objectives based approach helps in developing a practical & workable plan document which can be successfully implemented.

## Objective

- To impart clarity on the needs and relevance on project conceptualization, planning and management;
- To equip the participants with the necessary skills, tools and knowledge on planning an intervention and implementing the project activity;
- To provide understanding and skills on how to monitor the project implementation and progress based on the objectives of the project.

## Contents

- Problem Analysis & Participants' analysis
- Objectives Analysis
- Alternatives analysis
- Project Planning Matrix (PPM)
- Plan of Operation (Plan OP)
- Monitoring, Evaluation and Adjustment.

## Methodology

Iterative process of learning supported by Presentations, Interactive Lectures, group work sessions, Case /Study-Finding Analysis and Plenary sessions presentations.

## Outcome

Persons involved in the programme will be able to develop basic understanding on project conceptualisation & planning, developing a plan of operation from PPM & handling M & E & A in a project set up.

### Programme Director

Mr. Bipin Das

### Duration

3 days: July 29-31, 2009

### Venue

Bhubaneswar