

Managing and Evaluating Projects

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Course Description

Work plans, standard operating procedures and evaluation plans are all integral parts of project management. Together, these tools define who will do what by when to achieve a project's goals and how you will assess the project and its results. Learn more about these tools and how to create and use them.

Learning Objectives

- Understand the components of project management and evaluation.
- Become familiar with different “best practices” for project management and evaluation.
- Learn the benefits and challenges of project management and evaluation.

Discussion Questions:

1. What are the questions that a project manager should ask before starting a new project? Are there any other questions that you should ask? Why or why not?
2. How do clearly written work plans provide transparency and ensure accountability?
3. What skills do you have that would make you a good project manager? What skills do you need to develop?
4. Why is evaluation an important component of the project management process? How do you carry out and use evaluation at your NGO?

Developmental Actions:

1. Develop or refine a work plan for a project you are currently managing. Discuss the plan with the group.
2. Think about your project team. Identify three steps you can take to help them to do their jobs better so the team can meet the project's goals.
3. Identify three steps you can take to strengthen evaluation at your NGO.

