

PROJECT DESIGN CERTIFICATION PROGRAMME





Overview

This tutor-based online certification programme provides a practical approach to project design, helping professionals reach their long-term goals. It brings together experts in project management and resource mobilization as well as creative thinkers, in a collaborative and instructive online space.

Are you ready to become a certified project design professional?



Why a project design certification programme?

Organizations require their staff to develop and implement projects in their respective areas of specialization. These professionals are often highly specialized in their technical area, but lack the competencies needed to design well-structured and complete projects.

This certification programme contributes to closing this skills gap and enhancing the candidates' personal skills and this way strengthening their capacity to design successful projects and to mobilize resources.

After all, a well-written project document

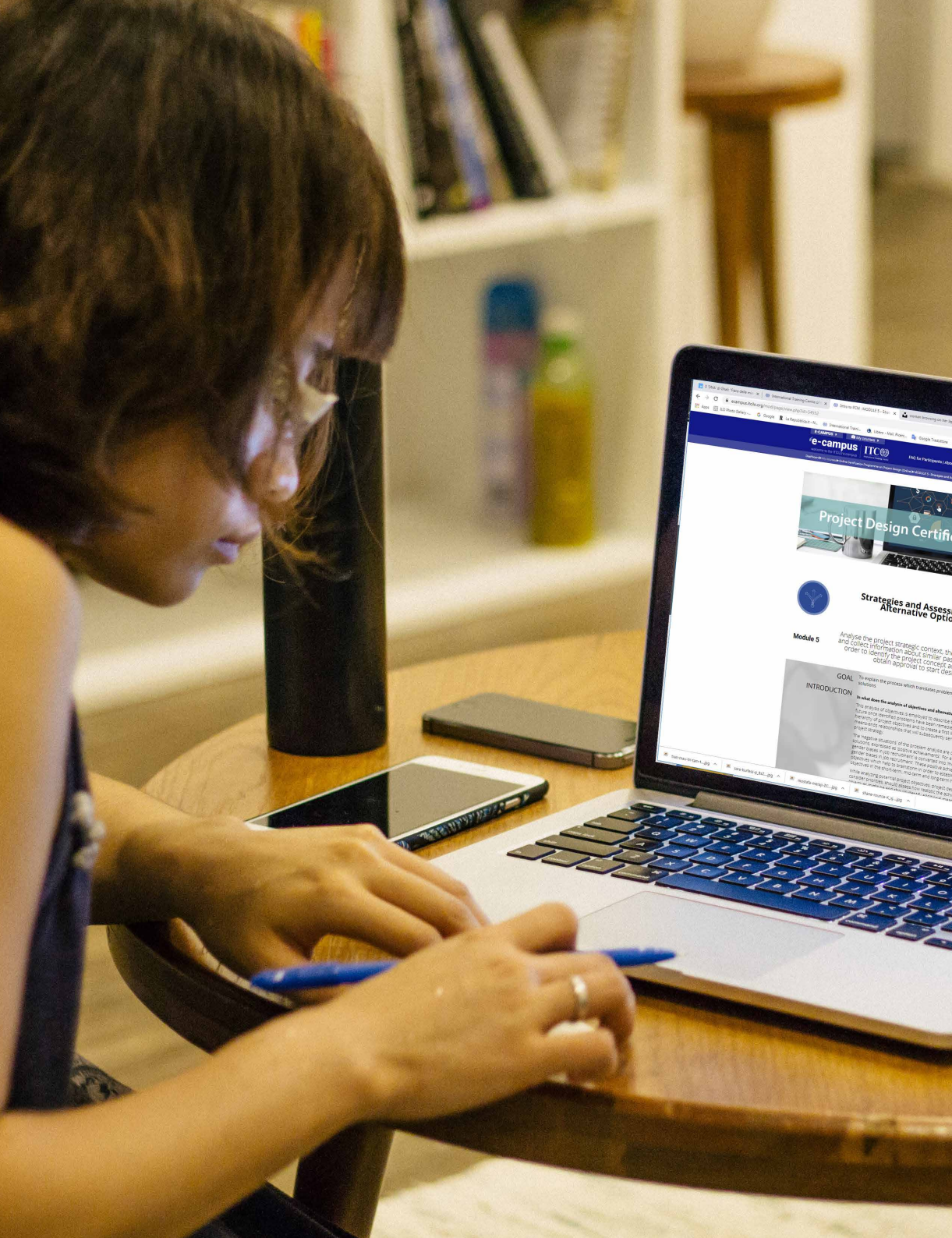
- is the first step in ensuring project success, and
- is the best entry point for fundraising and partnership building.

What will I be able to do?

- Identify project opportunities for an organization
- Use a set of tools and techniques to identify, design, plan, and budget projects
- Develop a project document and mobilize resources
- Identify potential partnerships for development cooperation







What certification will I get as a successful candidate?

- You will obtain a certificate of achievement once you have completed successfully the programme requirements.
- This certificate will demonstrate that you possess the right knowledge, skills and attitudes to design development projects.
- At the end of the programme, you will have designed and completed a project document as part of the certification programme - a great addition to your CV!

Why should I join?

This course is delivered through distance learning and deployed on the ITCILO e-campus. It frees you from the classroom and gives you the flexibility to complete the learning modules at your own pace and to fit the weekly assignments and the project within your own schedule.

- Project design skills are essential to professionals working in development.
- Employers that sponsor participants obtain project documents ready for use.
- Participants receive a professional certification attesting their capacity to design projects.
- The programme was developed and is implemented by project management experts and practitioners.
- Participatory activities include self-guided modules, an online forum, practical assignments, coaching and tutoring.
- Participants get permanent access to the project design toolkit.

Who takes this course?

- Development cooperation professionals
- Technical specialists active in the development sector
- Resource mobilization officers
- Project managers and assistants
- Programming and planning officials



What are the programme objectives?

At the end of the programme, you will:

- Have demonstrated that you can apply project identification, design and planning processes and use management tools and techniques to design effectively projects.
- Have understood the social complexity of development project and acknowledged the importance of stakeholders' participation in project design.
- Have produced a complete project document using recognized international norms under guided supervision.

What does the programme contain?

The programme is divided into 12 modules which require 5 – 7 hours of effort from candidates per week. On a weekly basis, learning modules are deployed.

1. Introduction to Project Cycle Management
2. The project document
3. Situation analysis: stakeholder and target group analysis
4. Situation analysis: problem analysis
5. Strategic planning and assessment of alternatives
6. The logical framework, the results chain and the theory of change
7. Assumptions and risk management
8. Project indicators, monitoring and evaluation
9. Operational planning and budgeting
10. Institutional project arrangements and implementation modalities
11. Project funding sources and mechanisms
12. Soft skills

Module 1: Project Cycle Management

- Introduction
- 1. What is a project?
- 2. Project lifecycle
- 3. The fundamental elements of a project
- 4. Project management
- 5. Project lifecycle
- 6. Project lifecycle
- 7. Project lifecycle
- 8. Project lifecycle
- 9. Project lifecycle
- 10. Project lifecycle
- 11. Project lifecycle
- 12. Project lifecycle
- 13. Project lifecycle
- 14. Project lifecycle
- 15. Project lifecycle
- 16. Project lifecycle
- 17. Project lifecycle
- 18. Project lifecycle
- 19. Project lifecycle
- 20. Project lifecycle

Introduction

Yuliya's Learning Journey

Yuliya receives a disappointing email, her employment contract is ending. She then starts a quest to identify and design a project. On her path, she finds colleagues, Thierry and Zakaria, who provide her their support, but who don't share the same vision. When potential local partners start to have doubts in a project and to follow everything as that was simple on paper becomes more complicated...

Yuliya starts to wonder... why and how should one implement a project? How can one design a big project for the future? And what is a project actually? Thierry expands his philosophy about the latter questions.



During this course, you will travel along with Yuliya and her team. Together you will acquire a detailed understanding of what a project is characterized by and what the project cycle management

Module 4: Situation Analysis - Problem Analysis

- 1. What is a situation analysis?
- 2. How to do a situation analysis?
- 3. Why do we do a situation analysis?
- 4. How to do a situation analysis?
- 5. Why do we do a situation analysis?
- 6. How to do a situation analysis?
- 7. Why do we do a situation analysis?
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- 17. Why do we do a situation analysis?
- 18. How to do a situation analysis?
- 19. Why do we do a situation analysis?
- 20. How to do a situation analysis?



Knowledge check

Did you understand the content of this chapter? Check your knowledge with the quiz below.

Which tools and techniques are used to break down complex problems into cause-and-effect?

- Why-technique
- Business tool
- Problem-solving



Most likely, you already possess quite some technical knowledge on what a project is. Click on the fragments below, starting with START and following the numbers until you end at FINISH, to learn how Professor Thierry has been much you are already familiar with projects.



Module 3: Situation Analysis - Stakeholder Analysis and Target Group Analysis

- 1. Why do we do a stakeholder analysis?
- 2. What is a stakeholder analysis?
- 3. How to do a stakeholder analysis?
- 4. Why do we do a stakeholder analysis?
- 5. How to do a stakeholder analysis?
- 6. Why do we do a stakeholder analysis?
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- 18. Why do we do a stakeholder analysis?
- 19. How to do a stakeholder analysis?
- 20. Why do we do a stakeholder analysis?

What is a stakeholder analysis?

"This chapter will provide you with tools and techniques to get an in-depth overview of your stakeholders in terms of their strengths, weaknesses, motivations, interests, expectations and perceptions."

Zakaria is in a complex social system

Zakaria's project stakeholders quickly rejected his project proposal. Before that video-call, he was confident that his local partners would have approved the project document. The hard reality, however, has taught him something different. He proposed Yuliya a job on this project which is now unlikely to materialize. He is looking out for her work, above all, for her help.



You cannot put Monitoring and Evaluation approaches into a box!

"As the panel demonstrates, it seems there is no box to clearly fit monitoring and evaluation in. Panelists disagree on definitions, types of evaluation questions and on monitoring and evaluation approaches."



Why not? Because in the monitoring and evaluation world, managers, evaluators, monitoring and evaluation specialists, among others, are continuously shaped by their perceptions of the world.

Each of us possesses the complexity of programmes and projects from a different perspective...

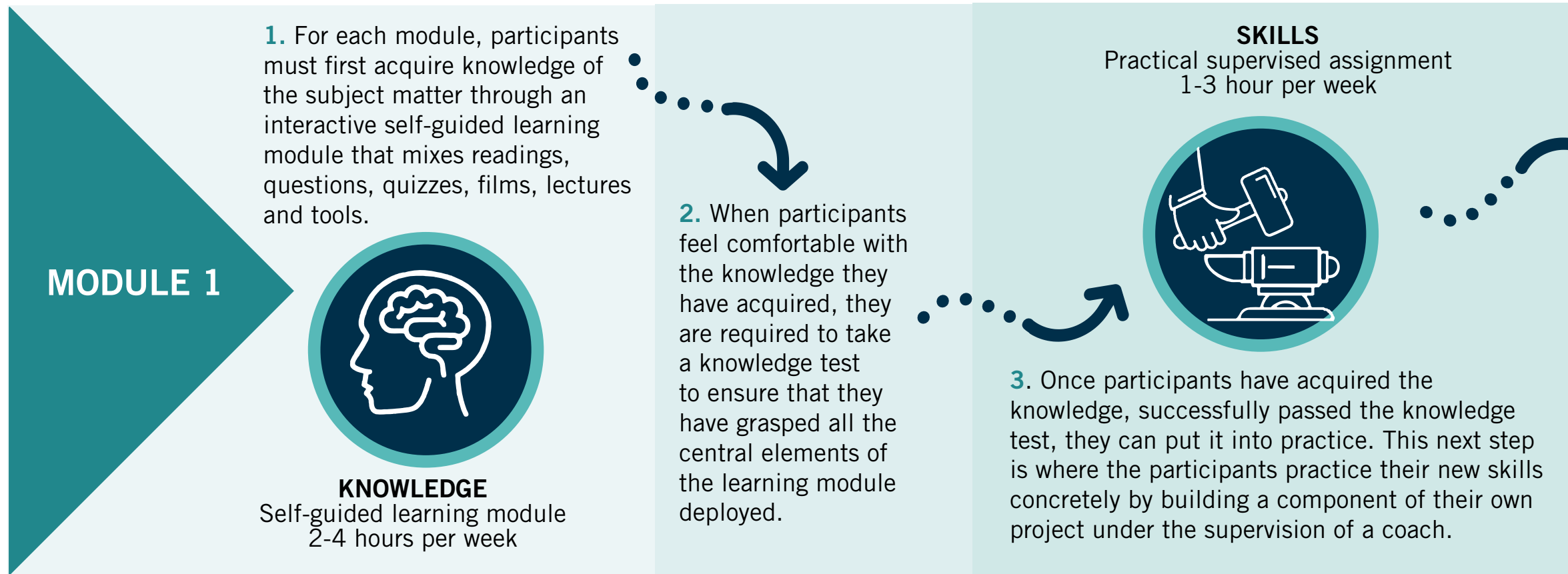
Professor Thierry

paradigms

cepts, approaches and techniques in the field move from the co-existence of these issues



What approach and methodology is used to deliver the online



course?

4. Through each module, the candidates are also led to reflect on the human, ethical and moral aspects, in other words the attitudes to adopt, in order to design projects that will be firmly anchored in the institutions and that will succeed.



ATTITUDES

Reflections and discussions
1 hour per week

NEXT MODULE

Assessing the certification programme candidates

- Each week, participants build a component of their project document, these single pieces are assessed and graded all along the implementation of the programme.
- Nevertheless, to assess the coherence and relevance of the project proposal built piece-by-piece throughout the 12 modules, participants are ultimately required to assemble all elements to complete and write an entire project document in its light version.
- It is through the project document that programme assessors can ultimately perform the certification of project designers.

The 12 modules

Module 1 Introduction to project cycle management



KNOWLEDGE: To demonstrate knowledge about project cycle management fundamentals

SKILLS: To identify and formulate a project idea and to determine its key parameters

ATTITUDES: To judge whether the personal factors and reasons to justify a project idea are valid

Module 2 Project documents



KNOWLEDGE: To differentiate the types of project design documents and to recall which tools relates to which sections

SKILLS: To collect data and information to support the project identification process

ATTITUDES: To accept that writing is an essential prerequisite to cope with the complexity of project design

Module 3 Situation analysis: stakeholder analysis



KNOWLEDGE: To remember and to explain the stakeholder analysis process: its inputs, tools and techniques and outputs

SKILLS: To identify, analyse and categorize project stakeholders

ATTITUDES: To value the importance of being genuine and authentic in interacting with project stakeholders

Module 4 Situation analysis: problem analysis



KNOWLEDGE: To remember and to visualize the problem analysis process: its inputs, tools and techniques and outputs

SKILLS: To deconstruct a problem using cause-and-effect relationships

ATTITUDES: To acknowledge the conscious and unconscious biases in identifying problems and solutions

Module 5 Strategic and assessment of alternative options



KNOWLEDGE: To remember and to explain the alternative analysis process: its inputs, tools and techniques and outputs

SKILLS: To formulate project objectives and to assess different project strategies using multi-criterion analysis

ATTITUDES: To give attention to the importance of justifying the use of public funds and donations

Module 6 The logical framework, the results chain and the theory of change

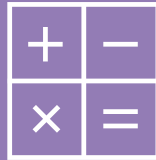


KNOWLEDGE: To remember and to explain the logical framework approach: its inputs, tools and techniques and outputs

SKILLS: To create the first component of the project logical framework: the results chain

ATTITUDES: To commit to gender-mainstreaming and to evidence-based management in project design

Module 7
Assumptions
and risk
management



KNOWLEDGE: To distinguish risks and assumptions and to recall the five key phases of project risk management

SKILLS: To define assumptions and to manage risks as part of project design

ATTITUDES: To accept the relationship between stakeholder engagement in project design and the risk of low ownership and sustainability

Module 8
Project indicators,
monitoring and
evaluation



KNOWLEDGE: To demonstrate knowledge about monitoring and evaluation fundamentals

SKILLS: To design a project monitoring and evaluation system based on performance indicators

ATTITUDES: To free from paradigms and to embrace the diversity of theories, thoughts, approaches that populate the monitoring and evaluation world

Module 9
Operational planning
and budgeting



KNOWLEDGE: To explain the importance of project operational planning and its use to plan, report and control

SKILLS: To create a project operational work plan and budget

ATTITUDES: To show loyalty to the authors and designers of the project

Module 10
Project institutional
arrangements and
implementation modalities



KNOWLEDGE: To distinguish three types of project organizational structures: functional, projectized and matrix structures

SKILLS: To design a project organization and establish institutional arrangements

ATTITUDES: To accept that a development project forms a partnership between institutions

Module 11
Project funding
sources and
mechanisms



KNOWLEDGE: To identify potential sources of funding and to explain the most common types of funding mechanisms used

SKILLS: To map donors and to align your project proposal to their requirements

ATTITUDES: To acknowledge that without mutual benefits partnerships are impossible

Module 12
Soft-skills
for project
management



KNOWLEDGE: To explain the fundamentals of communication, negotiation and the art of influencing

SKILLS: To plan for effective presentation and elevator pitch

ATTITUDES: To acknowledge the importance of communication in all project phases: particularly in the project design phases

THIERRY MARCHANDISE CLAUDIA OEHLE YULIYA DZHULYK ZAKARIA ELGHORMLI JEANETTE SHALABI MARIA LOS RIOS

"Unique, Informative,
Interactive & Fun" -
former participant



A PROJECT'S JOURNEY

THE QUEST FOR A PARTNERSHIP

DIRECTOR/SCREENWRITER: GUILLAUME MERCIER
PRODUCTION: LISA LEYSSENS | FILM: FILMINE



Who is behind the programme?

The content experts behind this course are ITCILO staff, project management consultants/experts and e-learning firms who collaborate with the ITCILO.

Conditions to participate

What are the technical requirements needed?

For an interactive and successful learning experience, you need a computer with a good internet connection and speakers, as this course uses multimedia often.

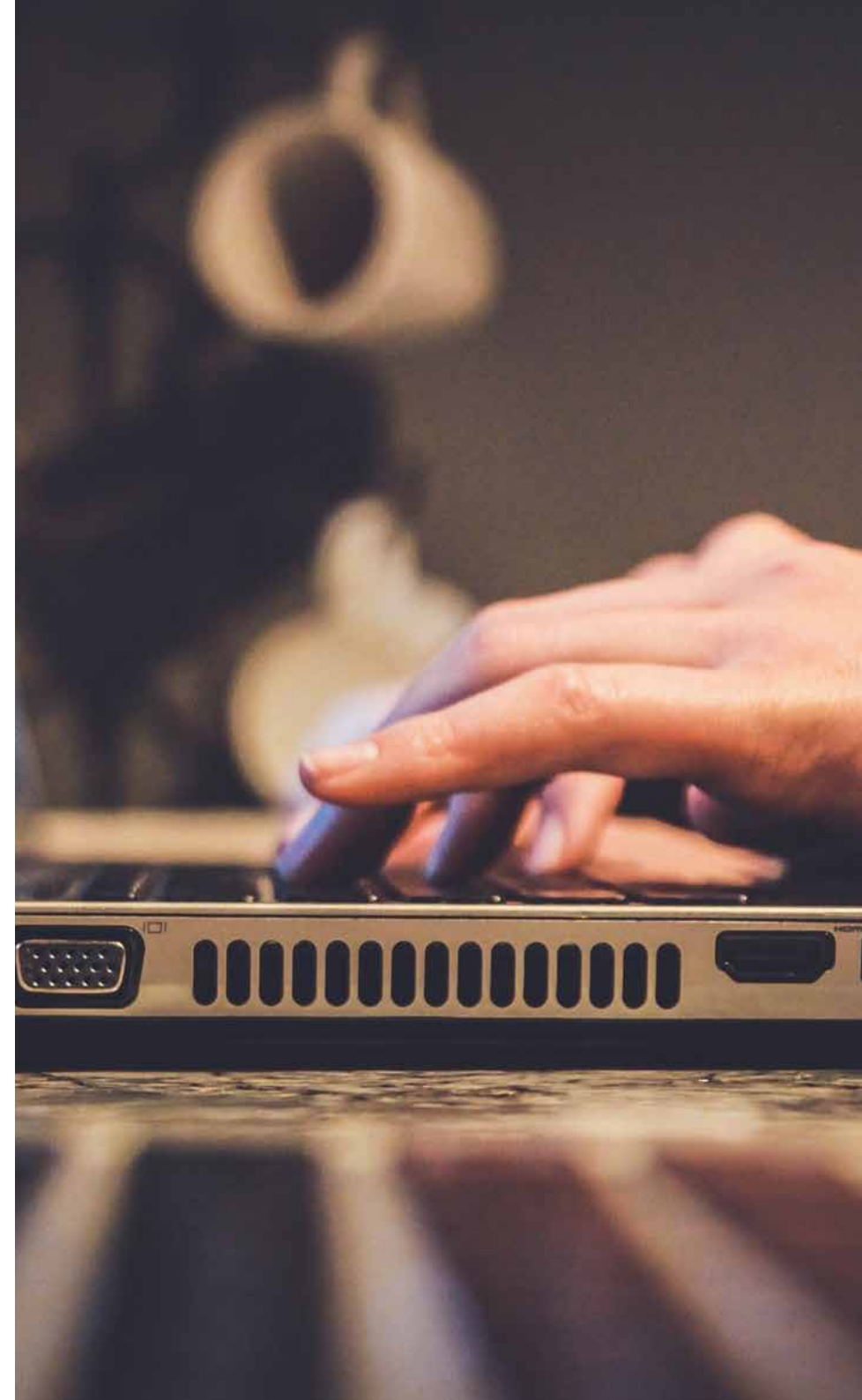
How to apply?

Go to our website

<https://www.itcilo.org/courses/project-design-certification-programme-online-0>

How much does it cost?

Tuition: Euros 960



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Design and layout by the International Training Centre of the ILO, Turin – Italy

Cover photo: Cover photo: Unsplash