ITC
International Training Centre

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?

FOOTER

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?

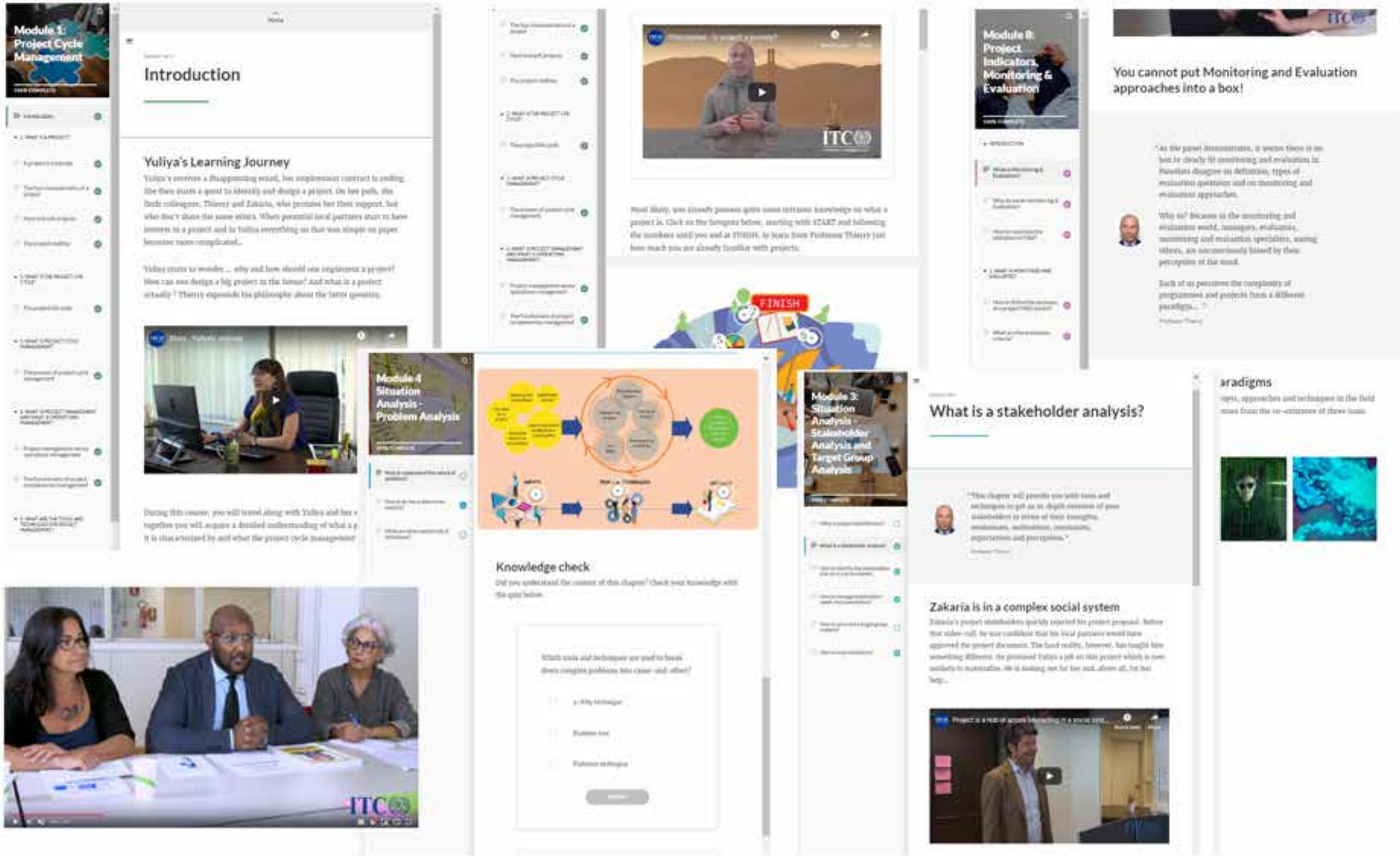
At the end of the programme, you will:

- 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
Yuliya's Learning Journey
Module 8: Project Indicators, Monitoring & Evaluation
You cannot put Monitoring and Evaluation approaches into a box!
FINISH
Module 4 Situation Analysis - Problem Analysis
Knowledge check
Module 3: Situation Analysis - Stakeholder Analysis and Target Group Analysis
What is a stakeholder analysis?
Zakaria is in a complex social system
aradigms

What approach and methodology is used to deliver the online

MODULE 1

1. For each module, participants must first acquire knowledge of the subject matter through an interactive self-guided learning module that mixes readings, questions, quizzes, films, lectures and tools.

KNOWLEDGE
Self-guided learning module
2-4 hours per week

2. When participants feel comfortable with the knowledge they have acquired, they are required to take a knowledge test to ensure that they have grasped all the central elements of the learning module deployed.

SKILLS
Practical supervised assignment
1-3 hour per week

3. Once participants have acquired the knowledge, successfully passed the knowledge test, they can put it into practice. This next step is where the participants practice their new skills concretely by building a component of their own project under the supervision of a coach.

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
Reflectionsand 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*

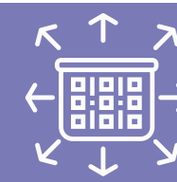
Module 5
Strategic and assessment of alternative options

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

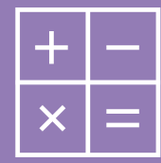


KNOWLEDGE: *To remember and to explain the logical framework approach: its inputs, tools and techniques and outputs*

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*

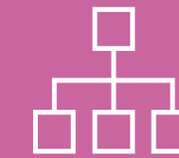
Module 8
Project indicators, monitoring and evaluation

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*

Module12
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*

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?

https://oarf2.itcilo.org/DST/A9715974/en

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

How much does it cost?

Tuition: Euros 995

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