

Tutorial

# PROJECT CYCLE MANAGEMENT: A TECHNICAL GUIDE

Maastricht, 15-17 April & 28-30 September & 7-9 December 2009



**European Institute of Public Administration**

learning & development

consultancy

research

# Project Cycle Management: a technical guide

## PROVISIONAL PROGRAMME

### Target Group:

This intensive three-day training course is designed for public officials, staff of international organizations, NGO's, project managers, desk officers and interested parties involved in EC-funded programmes and projects.

### Description:

The course is an introduction to the Project Cycle Management (PCM).

PCM is the standard procedure to carry out programmes and projects. It is the official tool required by the European Commission and many bilateral donors and follows a sequence based on specific phases.

This tutorial intends to explain PCM approach focusing on theoretical and practical analysis of all project phases (programming, identification, formulation, implementation, monitoring, reporting, evaluation and audit).

It is divided into two parts:

1. All the project phases including the relevant tools
2. Logical Framework Approach, the basic tool for project development.

Participants will follow the whole evolution of the project cycle and have the opportunity to get a first-hand knowledge of the necessary tools through practical exercises.

### Objective:

The course is a technical guide aimed to allow participants to gain analytical and practical skills on project cycle management.

### Method:

The tutorial, based on the EC Project Cycle Management Guidelines, will be a combination of theoretical explanations and practical exercises. Every step will be explained with examples of approved proposals and discussed in working groups and question and answer sessions.



# Project Cycle Management: a technical guide

## Day one

**9.30 hrs EIPA presentation and Introduction to the seminar**  
(Distribution of the seminar tool kit: introduction to programme, objectives and methodology of the seminar; participants presentation and expectations)  
*Cristiana Turchetti, National Seconded Expert of Italy, EIPA, Maastricht (NL), Project Leader, formerly International Labour Organization, United Nations specialized Agency*

**The Project Cycle Management: all the phases**

**09.45 hrs Introduction to the Project Cycle Management Approach**

**10.00 hrs Project Programming and Identification**

**11.30 hrs Coffee break**

**11.45 hrs Project Formulation**

**12.45 hrs Question and answer (Q&A) session**

**13.15 hrs Lunch**

**The Logical Framework Approach (LFA): analysis phase**

**14.45 hrs Stakeholder analysis**

**15.15 hrs Working groups/practical exercise**

**16.15 hrs Coffee break**

**16.45 hrs Report of the working groups results in plenary session**

**17.45 hrs Q&A session**

**18.00 hrs End of day one**

**20.00 hrs Dinner at a local restaurant in town**

## Day two

**09.30 hrs Project Implementation, including Monitoring and Reporting**

**11.00 hrs Coffee break**

**11.15 hrs Project Evaluation and Audit**

**12.15 hrs Problem analysis**

**13.00 hrs Lunch**

**14.30 hrs Working groups/practical exercise**

**15.30 hrs Report of the working groups results in plenary session**

**16.00 hrs Coffee break**

**16.30 hrs Analysis of objectives and analysis of strategies**

**17.00 hrs Working groups/practical exercise**

**17.30 hrs Report of the working groups results in plenary session**

**18.00 hrs End of day two**

## Day three

**The Logical Framework Approach (LFA): planning phase**

**09.00 hrs Development of the Logical Framework Matrix**

**10.30 hrs Coffee break**

**10.45 hrs Practical exercise**

**11.45 hrs Activities, Resource and Cost Schedule-how to make the budget**

**12.45 hrs Practical exercise**

**13.15 hrs Lunch**

**14.45 hrs Report and discussion from Working Groups**

**15.45 hrs End of the tutorial**

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## GENERAL INFORMATION

### Programme

The programme will commence on the first day at 09.30 hrs and finish on the third day at 15.45 hrs.

### Seminar venue

The seminar will take place at the European Institute of Public Administration, O.L. Vrouweplein 22, NL-6211 HE Maastricht, tel.: +31.43.3296222, fax: +31.43.3296296.

### Working language

The seminar will be conducted in English.

### Fee

The participation fee is € 850 and includes documentation, 3 lunches, 1 dinner and refreshments. Accommodation and travel costs are at the expense of the participants or their administration.

### Hotel reservations

The European Institute of Public Administration will be pleased to make reservations for you at a hotel in Maastricht. We have booked the following hotels in Maastricht:

For the seminar in April:  
Hotel de l'Empereur\*\*\*\*  
([www.amrathhotels.nl/hotel/lempereur](http://www.amrathhotels.nl/hotel/lempereur)) at a rate of € 108,27 per single room per night.

Eden Designhotel Maastricht\*\*\*\*  
([www.edenhotelgroup.com](http://www.edenhotelgroup.com)) at a rate of € 113,27 per single room per night.

For the seminar in September & December:  
Hotel Mabi\*\*\*\* ([www.hotel-mabi.nl](http://www.hotel-mabi.nl)) at a rate of € 98,27 p.p.p.n

All mentioned prices include breakfast and tourist tax. Should you wish to make use of one of these possibilities, please indicate the name of the preferred accommodation, dates of arrival and departure on the registration form. Payment is to be made directly and personally to the hotel on checking out. Please note that if you register after the closing date, hotel reservations cannot be guaranteed.

### Meals

The lunches will be served at the Institute's restaurant and dinner in the evening will be at a restaurant in town. Should you require a special menu (e.g. vegetarian, diabetic), please inform the Programme Organiser so that this can be arranged.

### Registration

Kindly complete the registration form and return it before the closing date to Eveline Hermens, Programme Organiser, European Institute of Public Administration, P.O. Box 1229, NL-6201 BE Maastricht, tel.: +31.43.3296259, fax: +31.43.3296296, e-mail: [e.hermens@eipa-nl.com](mailto:e.hermens@eipa-nl.com). You can also submit the online registration form which can be found on EIPA's web site: [www.eipa.eu](http://www.eipa.eu) (training). Please note that the number of participants is limited. Should the maximum number have been reached, you will automatically be placed on the waiting list. Your name and address will be part of EIPA's database for our mailing purpose only. If you do not want to be included in our mailing database, please tick the box in the registration form.

### Confirmation

Confirmation of registration will be forwarded to participants on receipt of the completed registration form.

### Payment

Prior payment is a condition for participation. Please indicate the method of payment on the registration form. In any case, the participant or his/her administration will receive an invoice for the payment of the registration fee. For cancellations received after the date indicated on the registration form we will have to charge an administration fee of € 150 unless a replacement participant is found.

### Cancellation policy

EIPA reserves the right to cancel the seminar up to 2 weeks before the starting date. EIPA accepts no responsibility for any costs incurred (travel, hotel, etc.). For EIPA's cancellation policy, please visit our website [www.eipa.eu](http://www.eipa.eu) (legal notice).



# Registration Form

## Project Cycle Management: A technical guide

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Surname: ..... Title: .....  
First name: ..... M / F  
Current position: .....  
Organisation: .....  
Department: .....  
Work address: .....  
Postal code & town: ..... Country: .....  
Tel. no. (work): ..... Fax no.: .....  
E-mail address: .....

### Date of Participation:

15-17 April 2009  
(Closing date: 25 March 2009)  
Proj. n° 0822801

28-30 September 2009  
(Closing date: 7 September 2009)  
Proj. n° 0922802

7-9 December 2009  
(Closing date: 16 November 2009)  
Proj. n° 0922803

### PAYMENTS

The participation fee includes participation in the seminar, documentation, 3 lunches, 1 dinner and beverages: **€ 850**

#### Method of payment

Bank transfer

The participants or their administration will receive an invoice for the payment of the registration fee.

Invoice address (if different from the abovementioned address):

.....

E-mail: .....

Credit card

American Express Card

Eurocard/Mastercard

Visa Card

Card no.: .....

Expiry date: ...../.....

Name Card holder: .....

(in case this differs from above)

Address Card holder: .....

(in case this differs from above)

Postal code: ..... Country: .....

(in case this differs from above)

Card Validation Code: .....

(this refers to the last three digits of the number on the BACK of your card)

(Exempt from VAT by virtue of Article 11, para. 1 (o), subpara. 2 of the Dutch Law on VAT of 1968) Note: Pre-payment is a condition for participation. For administrative reasons, a fee of € 150 will be charged for cancellations received after the closing date unless another participant is designated.

### HOTEL RESERVATION

Please reserve hotel accommodation for me at: .....

Date of arrival: ..... Date of departure: ..... No. of nights: .....

No hotel reservation required.

### MEALS

Lunch Day 1:  will attend  will not attend

Lunch Day 3:  will attend  will not attend

Lunch Day 2:  will attend  will not attend

Dinner Day 1:  will attend  will not attend

Vegetarian:  yes → fish allowed:  yes  no

**As the number of places is limited, please return the completed registration form before 10 June 2009 to:**

Ms Eveline Hermens, European Institute of Public Administration, O.L. Vrouweplein 22, P.O. Box 1229,  
NL-6201 BE Maastricht, Tel.: +31.43.3296 259, Fax: +31.43.3296 296, E-mail: e.hermens@eipa-nl.com

Your name and address will be part of EIPA's database for our mailing purpose only.

Please tick  if you do not want to be included in our mailing database.