

PROGRAM / PROJECT MONITORING AND PERFORMANCE EVALUATION

8:00AM-12:00PM | Virtual via Zoom

To determine whether a Program or Project is on track, whether timely adjustments can be made, and whether its objectives will be attained successfully, and are sustainable, Monitoring & Evaluation (M&E) is necessary. “Best Practice” performance evaluation M&E requires understanding, knowledge and application of a few statistically based tools and techniques.

COURSE DESCRIPTION

The Program / Project Monitoring and Performance Evaluation (Virtual) introduces participants to overall program and project performance monitoring and evaluation concepts and processes, as well as enabling the participant to acquire “hands-on” skill using statistical tools and techniques with templates especially designed for collecting data, analyzing and reporting results.

The course is presented in two parts:

- Initially, an overview of the **planning, monitoring and evaluation process** is presented, and key terminology, definitions, and tools are reviewed and discussed.
- Subsequently, instruction in, and direct “hands-on” application with appropriate tools and techniques in a team workshop mode provides participants an opportunity to develop some skills in target setting and performance evaluation, as well as the **design and analysis of statistical sample surveys**.

COURSE OBJECTIVES

A. Appreciate and understand the following basic terminology and concepts of Program/Project evaluation and statistical analysis: - Difference between Program & Project - Difference between Auditing, Monitoring & Evaluation - The Logical Framework - for Program/Project Design, Monitoring & Evaluation - Typical Indicators of Results Effectiveness & Efficiency - Evaluation Design Models - Experimental, Quasi-Experimental and Case Studies - Statistical Concepts - Mean, Median, Mode, Percentage, Ratios, Indices, Standard Deviation, Tolerable Error, Confidence Level, Margin of Error, Significant Difference, Correlation, Regression, Necessity & Sufficiency - Experimental Treatment and Control Groups - Census and Sampling approaches to data collection. - Random and Purposive Sampling - Population, Sample Size, Stratification, and different Sample Selection Methods	B. Know, and develop basic skills using the following project planning, monitoring & evaluation approaches, and techniques: - Evaluation Team Composition - Judge & Jury approaches for Qualitative Evaluation - Experimental Treatment and Control Design/Grouping - Establishing Sample Frames and Stratification - Random Sampling - Optimum Sample Size selection for Percentage, and Mean - Sample Selection Methods - Deck of Cards, Lottery, Random Number Tables, Skip Interval, Questionnaire Design - Data Collection Methods - Regular Reporting, and Field Surveys; Mail, Phone, Interview, Observation, Rapid Appraisal (Individual and Focus Groups) - Planning/Targeting Assessment Formulas - Data Classification & Recording - Quantitative and Qualitative Rating Scales, Recording, Weighting/Scoring Systems and Criteria; Likert Scale, 10-point scale, Thai Scale, 4-point scale, rank-ordering, percentage scale, quartile, etc. - Data Evaluation - Correlation & Regression, Yule’s Q Test, Misfortune 500
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COURSE OUTLINE

The following topics are covered each day for virtual training.

Session 1	Session 2	Session 3	Session 4	Session 5
• Pre-Course Self-Evaluation of Project Planning, Monitoring & Evaluation Knowledge/Skills • Introduction & Course Overview • Rapid Review of Planning & Monitoring Tools	• Rapid Review of Planning & Monitoring Tools – <i>con't</i>	• Overview of Evaluation Objectives and Differences from Monitoring • Key Techniques: ◦ Logical Framework/DMF Overview • Workshop	• Basic Statistical Concepts, Terminology, & Definitions • Basic Statistical Metrics • Practical Techniques for Measuring Results	• Census vs Sampling • Techniques to Select Appropriate Samples • Exercise/Workshop
Session 6	Session 7	Session 8	Session 9	Session 10
• LData Collection Approaches • Workshop	• Data Analysis Techniques	• Data Analysis Techniques – <i>con't</i> • Data Presentation	• Workshop • Overview of Non-Random Sampling: Triage & Batch Quality Assessment	• Review – Lesson Learned • Post-Course Self-Evaluation

ABOUT THE FACILITATOR

Dr. Kenneth Smith is a project management consultant with extensive experience as a program and project manager, evaluator, trainer, and advisor for organizations such as USAID, the Asian Development Bank, the World Bank, and the United Nations. He has also served as a management systems specialist for the US Defense Department. Dr. Smith holds a Doctor of Public Administration (DPA) in monitoring & evaluation from George Mason University, an MS from MIT, and MA & BA degrees in Government & International Relations from the University of Connecticut. He is a PMI® Certified Project Management Professional (PMP®) and a member of both the International Project Management Association (IPMA-USA) and the PMI Honolulu Chapter.

COURSE METHODOLOGY

The Program / Project Monitoring and Performance Evaluation Virtual Training is an online training where the facilitator and participants interact in real-time. The facilitator discusses a specific topic, and participants can join in the discussions. It also allows participants to raise or ask questions during the live lectures. The session may include individual and group exercises.

The Program / Project Monitoring and Performance Evaluation Virtual Training is a 10-day 4-hour session per day training. Participants need to log into Zoom to be able to listen to the lecture and join in the discussions and exercises, both individually and group.

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TRAINING SEMINAR COST (PER PERSON)

	Virtual
Early Bird Rates:	
• PMI Philippines Chapter Member	PHP42,000.00
• Non-Member	PHP44,000.00
• Group (Minimum of 5 participants from the same organization)	PHP42,000.00
Regular Rates:	
• PMI Philippines Chapter Member	PHP44,000.00
• Non-Member	PHP46,000.00
• Group (Minimum of 5 participants from the same organization)	PHP44,000.00

All rates are VAT-inclusive. If your sponsoring company is zero-VAT or VAT-exempt, please e-mail us your company's PEZA Certificate (if zero-VAT) or BIR Tax Exempt Certificate (if VAT-exempt).

Your training investment includes a copy of the training deck, PMPE Tool Kit and a certificate of completion. In addition, in-person training includes lunch, AM and PM snacks with free-flowing coffee/tea.

TRAINING SCHEDULES AND REGISTRATION DATES

Training	Training Dates	Time	Early Bird Deadline	Cancellation Deadline	Registration Deadline
PMEO-04	March 24-April 4 (Virtual)	8:00AM-12:00NN	February 17	February 24	March 3
PMEO-05	Sept 22-Oct 3 (Virtual)	8:00AM-12:00NN	September 1	September 8	September 15

Note: PMI Philippines Chapter reserves the right to adjust course schedules and/or fees without prior notice.

For corporate in-house training and/or further inquiries, please email us an e-mail at training@pmi.org.ph or call us at +632 7966-6436 / +63 917 817 5434 / +63 995 492 2689.