

8 weeks online training

Project Monitoring Techniques



Real-Time Monitoring Systems for Adaptive Project Management

This six-week online course brings together tried and tested techniques to design relevant Real-Time Monitoring systems for adaptive projects and programmes. By learning how data and information can help make evidence-based decisions, staff will have the enthusiasm to gather, analyse and use information in their projects while providing quality ongoing formative evaluation for organisation policy makers. Alongside innovative, flexible methods for tracking real-time progress, we show you how to analyse and present data to efficiently manage output progress and the higher outcomes. Both qualitative and quantitative methods will be explored, and their powerful combination utilised. It is essential that participants have knowledge of current M&E practice. A functional knowledge of basic spreadsheet use (e.g., MS Excel) would also be useful, you will be working in groups, improving your own project monitoring systems and sharing with your group and tutors.

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What you will learn

- Open exploration using cognitive mapping
- Strong and agile project theory
- A move to ongoing, formative evaluation
- Use of comparative monitoring in real-time (RTM) at all levels of the results chain
- Internal reviews (ALEX) for qualitative learning
- Design and control of systems at project levels; reflection and guidance from headquarters

How the course works:

You work from the comfort of your own home or office. You complete the course over 6 weeks with facilitated, scheduled live meetings. You will join a peer group of participants from different organisations and countries. IMA International facilitators will guide and mentor your learning process, providing you with:

- Practical exercises and reflection activities
- 5 guided 90-minute group webinars
- Paired and peer group work
- Presentations and video inputs
- Written resources and links
- Relevant case studies
- User-friendly platform for accessing all materials, presentations, and resources, sharing with your peer group, and uploading your regular assignments to a dedicated portfolio
- Scheduled access to mentors
- Personalised mentoring session as 3-month follow up
- Opportunity to apply monitoring tools in your workplace.

Course content

Module 1: Key Concepts and Action Learning Model

Recap on key concepts for M&E and an introduction to the Action Learning Model

Module 2: Understanding the Context of Interventions

Qualitative Interview techniques, the Sustainable Livelihoods Framework and learning about context using Cognitive Mapping and Structural Analysis

Module 3: Introduction to Real Time Monitoring

Real-time monitoring in practice

Module 4: ATOM Development

Activity to Output Monitoring - Breaking down outputs and learning to set progress to time using spreadsheet development

Module 5: RTM Weighted Indexes (WEDEX)

Developing systems for monitoring higher level results using Weighted Indexes (WEDEX)

Module 6: Calibrated Judgement Scales - Developing and Using Assessment Sheets

Development and use of Assessment Sheets, Precision Tests. Survey Scoring, recording and Analysis

Module 7: Theory of Change

Overview Developing a logical, reflective model of change so that detected failures can be dealt with in an iterative way

Module 8: Learning and Communicating

Use and communication of analytical reporting. How to conduct ad hoc learning exercises for review and encourage a learning culture

You are awarded a certificate after completing the course and fulfilling all course criteria.

How long: This 6-week programme will take between 30-40 hours to complete, including: contact hours, self-study and reflection, peer work and pre and post course learning.

Cost: £1400

For the latest course dates and booking deadlines, please see our website or get in touch. For help and advice with planning your tailored training or consultancy needs contact us to set up a online meeting with one of our team

“ The trainers demonstrated extensive knowledge of the subject. Especially the practical examples from their own experience which helped everyone better understand the content of the course.



Lukas Svatek,
Programme specialist,
UNDP Turkey



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