

PROJECT PLANNING AND MANAGEMENT

UNIT CODE: ENV/CU/MGT/CC/06/6/A

Relationship to Occupational Standards

This unit addresses the unit of competency: Plan and manage project

Duration of Unit: 80 hours

Unit Description

This unit describes the competencies required to plan for project, conduct stakeholder analysis, allocate project resources, manage project risks and monitor and evaluate project, manage conflicts.

Summary of Learning Outcomes

1. Plan for projects
2. Conduct stakeholder analysis
3. Implement project
4. Manage project risks
5. Monitor and evaluate projects

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Plan for projects	<ul style="list-style-type: none">• Meaning of projects• Types of projects• Role of project manager• Project management cycle• Project proposal• Project schedule• Logical framework/ planning matrix• Project sustainability• Project report	<ul style="list-style-type: none">• Observation• Oral questioning• Written tests• Projects

2. Conduct stakeholder analysis	<ul style="list-style-type: none"> • Meaning of stakeholder • Types of stakeholders • Role of stakeholders in project management • Stakeholder participation 	<ul style="list-style-type: none"> • Observation • Oral questioning • Written tests • Projects
3. Implement project	<ul style="list-style-type: none"> • Resource mobilization • Financial plans/ budgets • Human resource • Terms of reference (TOR) • Decommissioning • Conflict resolution 	<ul style="list-style-type: none"> • Observation • Oral questioning • Written tests • Projects
4. Manage project risks	<ul style="list-style-type: none"> • Risk identification • Risk analysis • Risk contingency planning • Risk mitigation • Risk tracking • Risk identification reiteration process • Risk assessment 	<ul style="list-style-type: none"> • Observation • Oral questioning • Written tests • Projects
5. Monitor and evaluate projects (M&E)	<ul style="list-style-type: none"> • Meaning of M&E • M&E tools • Monitoring procedures • Methods of monitoring • PESTEL • M&E report • Project audit and review 	<ul style="list-style-type: none"> • Observation • Oral questioning • Written tests • Projects

Suggested Methods of Instruction

- Lectures
- Group discussions
- Demonstration by trainer
- Exercises by trainee

Recommended Resources

- Farm tools
- Survey tools
- Irrigation kits
- Pipework