XCELERATE TRAINING INSTITUTE

your learning & development partner

PROJECT MANAGEMENT

Project Assessment and Evaluation

DURATION	LANGUAGE	FORMAT
5 days	English	Classroom / Online

Upcoming dates

Dates	Venue	Format	Fee
14 – 18 Jun 2027	Live online	Online (live)	€1,200
19 – 23 Jul 2027	Kuala Lumpur	Classroom	€4,800
20 – 24 Dec 2027	Live online	Online (live)	€1,200

Register or ask a question

Online: x8ti.com/course/project-assessment-and-evaluation/

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Project Assessment and Evaluation

Introduction

This Project Assessment and Evaluation course designed by Xcelerate Training Institute provides advanced training in techniques and methodologies for assessing project effectiveness. It combines project management principles with qualitative and quantitative data analysis to equip participants with the skills needed to evaluate projects comprehensively.

The course covers various aspects of project assessment and evaluation, including:

- Developing evaluation frameworks
- Selecting evaluation methods
- Data collection and analysis
- Interpretation of results
- Reporting and decision-making

Project assessment and evaluation can be used to improve project management by:

- Identifying areas for improvement: Pinpointing weaknesses or inefficiencies in project execution.
- Mitigating risks: Proactively addressing potential issues and challenges.
- Enhancing decision-making: Providing data-driven insights for informed decision-making.

Key topics covered in the course include:

- Project management techniques and tools
- Project evaluation methodologies
- Project selection criteria
- Benefits and challenges of assessment and evaluation
- Analytical methods for assessment and evaluation
- Types of assessment and evaluation
- Role of assessment and evaluation in the project life cycle
- Data collection methods
- Preparing evaluation and assessment reports
- Applying knowledge to real-world projects

Learning Objectives

This course intends to help the participants to be able to:

- Gain the knowledge and skills necessary to effectively evaluate and assess projects
- Understand how to measure project performance
- Learn and use project management principles
- Use different methods and techniques to evaluate and assess projects
- Prepare assessment and evaluation reports
- Learn the benefits and limitations of each evaluation and assessment method
- Present reports to stakeholders and sponsors

- Plan and execute project assessment and evaluation effectively
- Choose the most appropriate method for any given project
- Interpret and use project assessment and evaluation results

Training Methodology

The delivery of this course will include lectures and presentations where Xcelerate Training Institute professional tutors will introduce and explore in detail different concepts. It will also use case studies that are relevant to field application, group work to solve tasks related to project assessment and evaluation in groups to help build teamwork skills, Simulation of real-world scenarios, and undertaking projects based on a simulation that recreates the conditions of a real project. Finally, it will use individual work related to assignments and tasks to help the participants focus on their learning and thoroughly understand the course materials.

Benefits for Your Organisation

Organizations that will have professionals who have undertaken this course will benefit in numerous ways including

- Better and more effective project assessment and evaluation
- Reduced risks and issues associated with projects
- Improved project tracking with milestones and progress
- Improved project management process
- Reduced project costs due to better management
- Better project execution and planning
- Making informed decisions about projects
- Improved project delivery
- Easily identify key success factors for a project
- Monitor and effectively control projects
- Correctly troubleshoot problems that arise during a project

Benefits for You

Professionals who undertake this course will be able to

- Understand how to assess and evaluate projects
- Gain knowledge on how to identify and manage risks associated with projects
- Prepare project reports, interpret, and present them
- Use different tools and techniques to evaluate projects
- Identify and resolve issues that may arise during a project
- Monitor key success factors and control these factors
- Manage projects effectively in a team environment
- Communicate effectively with project stakeholders
- Critically review project proposals

Who Should Attend

This course is suitable for the following professionals:

- Project managers
- Project staff
- Coordinators
- Representatives of project sponsors
- Stakeholders
- External evaluators
- Project beneficiaries
- Professionals interested in improving their project evaluation skills
- People interested in learning about different methods of project evaluation and evaluation
- Professionals who are new to project management

Course Outline

Introduction to Project Assessment and Evaluation

- Why assessment and evaluation are important
- How to use project evaluation and assessment tools and techniques
- How to determine the right time to perform project assessment and evaluation
- How to identify pitfalls of assessment and evaluation
- Types of assessment and evaluation in project management
- Benefits of undertaking evaluation and assessment
- challenges of assessing and evaluating projects
- Criteria for determining project assessment

The Role of Assessment and Evaluation in Project Management

- How to interpret the results of an assessment and evaluation
- The role of evaluation and assessment in monitoring and control
- How do evaluation and assessment affect project execution
- The benefits of using assessment and evaluation in project management
- The role of evaluation in project closeout
- The role in project planning

Planning for Assessment and Evaluation

- The importance of planning
- The process
- Benefits of Planning
- Challenges of planning

Conducting Assessments and Evaluations

- Summative assessments
- Achievement

- Skills evaluation
- Interests' exploitation
- The design
- Formative
- How to score assessment
- Choosing the right tools for the job
- Developing assessment tools
- Methods of conducting the assessment

Reporting on Assessments and Evaluations

- How to write a report on assessment and evaluation
- Tips for writing a report
- What should be included in the report
- Proper formatting of the report

Using Assessment and Evaluation Results

- How to communicate the results to stakeholders
- Pivoting from the results
- Improving the results by analyzing the results
- Using the results in the decision-making process
- Effectively using the results

Project Closeout and Lessons Learned

- Project closeout procedures
- What to do during project closeout
- Lessons learned from previous projects
- How to document lessons learned
- Best practices for project closeout
- Closeout checklist
- Case studies
- Closeout report

Stakeholder Management

- Managing stakeholders throughout the project life cycle
- Building and maintaining stakeholder relationships as an evaluator
- Identifying and engaging stakeholders
- Resolving stakeholder's conflict
- Analyzing and managing stakeholder expectations
- Communicating with stakeholders effectively
- Defining stakeholders and their role in the project
- Evaluating the project without the influence of stakeholders

Ethics

- The importance of ethics in project assessment and evaluation
- The need for transparency and accountability
- Potential implications of not taking ethics into account when assessing and evaluating a project
- The challenges associated with ensuring that ethics are considered in project assessment and evaluation

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Registration Form

Project Assessment and Evaluation

Preferred dates: ..... Venue or online: .....

Duration: 5 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Email: .....

Payment

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Register online
Open the course page