

Project Monitoring, Evaluation and Oversight

Course Length - 2 Days

PDU's – 13

Course Description: This two-day course examines how to establish processes and evaluation techniques for auditing project solutions. You will learn data collection techniques and how to convert soft data to monetary values which can be measured and evaluated. Discover various audits and how to measure project components such as performance, resources, planning, customer relationships, and vendor-contractor relationships. This course also focuses on establishing process improvements in the maintaining of oversight procedures. You are able to apply widely accepted standards and preferred evaluation and oversight principles, as well as provide means to compile, analyze and optimize project performance. Explore ways to deliver feedback and make recommendations to the appropriate individuals in the organization. This course will follow the Project Management Institute's nine knowledge areas of *PMBOK® Guide*.

Method of teaching: *Students will use discussion, cases, and group activities to facilitate the course.*

Course Objectives:

- Define what is project oversight and why it is needed in organizations
- Establish evaluation processes and procedures
- Compare the difference between research and evaluation
- Evaluate current hindrances facing organizations when conducting oversight
- Analyze various ways of setting standards and measurements for projects
- Determine project metrics and requirements
- Define internal stakeholders for oversight and evaluation
- Explore benchmarking techniques
- Define the what, why and how of evaluation
- Develop methods to evaluate projects you did not create or conduct work
- Discuss models of successful evaluation
- Explore key success factors
- Examine data collection methods, formats and data analysis
- Explore ways to measure skills and knowledge
- Analyze how to calculate and interpret ROI
- Identify application and implementation costs
- Discuss forecasting methods
- Design evaluation templates and tools to conduct audits
- Examine project planning audit
- Examine project performance audit
- Examine project resource audit
- Compare technology audits
- Examine customer acceptance audit
- Discuss vendor-contractor audits
- Create evaluation reports that impact the organization in a positive way
- Discuss methods for making recommendations which encourage rather than disrespect
- Explore recording techniques for making recommendations
- Discuss recovery assessment processes
- Examine recovery indicators
- Examine a project recovery plan