Research Project Planning Monitoring & Evaluation
Date: Open

Training Information:
- **Course Title: Research Project Planning Monitoring &Evaluation**
- **Language:** instruction in Khmer but slide presentation and handouts are in English
- **Trainer:** Professional trainer of CAS (trainer profile is available up on request)
- **Date:** Open
- **Time:** 5:00 pm – 7:00 pm
- **Training Venue:** CAS office

Why should you attend this training?
- You need to learn the components of research project, and identify aims, goals and objectives
- You need to lean more on the roles, responsibility and skills for effective research project leaders
- You need to use research methods and steps to develop a master plan and activity plan more effectively
- You need to practice the steps in developing action plans for effectively research project implementation
- You need to follow the methods, techniques to monitor the research project more effectively
- You need to develop tools and steps of evaluation and follow the methods to evaluate the research projects

Who should attend?
The courses are designed for M & E research manager/research officer, research project manager, research project officer, research project coordinator, research project staff, research program manager, research program officer, research program coordinator the ones who work related to the field of research project planning, monitoring & evaluation.

Course Objectives
By the end of the course participants will be able to:
- Learn the components of research project, and identify aims, goals and objectives
- Lean more on the roles, responsibility and skills for effective research project leaders
- Using methods and steps to develop a master plan and activity plan more effectively
- Practice the steps in developing action plans for effectively research project implementation
- Follow the methods, techniques to monitor the research project more effectively
- Develop tools and steps of evaluation and follow the methods to evaluate the research projects

Course Contents
Module 1: Understanding Research Project Management
1. What is research and who is it for?
2. Comparing the management of development projects/programs and research projects/programs
3. What is research management about?
4. Key elements and strength of research approaches
5. Management of research approaches
6. Management challenges of individual and Joint research

Module 2A: Managing and developing a research project
1. General project management principles in the context of research
2. Project management phases and the project life cycle
3. Project management phases in research
4. Project management tolls and their application to research project development and management

Module 2B: Managing and developing a research project
1. The research project life cycle step 1: Building the conceptual framework
2. The research project life cycle step 2: Building the research design
3. The research project life cycle step 3: Determining the methods to use for data collection
4. The research project life cycle step 4: Determining the methods to use for recording, managing and analyzing data

5. The research project life cycle step 5: Planning time and resources

Module 3: Who is the research project for?
1. Research project stakeholder and their roles
2. Challenges to identifying and working with research project stakeholders
3. What is the purpose of monitoring?
4. Monitoring methods and frameworks

Module 4: Research as a knowledge generation and business endeavor
1. Key aspects of research as a knowledge generation and business endeavor
2. Differences between EOI, concept note and research proposal
3. Challenges on the knowledge generation and business sides of research

Module 5: Relating to donors and other research partners
1. Understanding the donors
2. Matching donor information needs and reconciling institutional interests and differences

Module 6: Planning tools and the importance of efficiency and effectiveness in research project
1. Planning the project cycle
2. Project development and management tools
3. The logical framework analysis (LFA)
4. Results based management (RBM)
5. The project management triangle
6. Gender planning and methodological tools
7. Other research project development and management principles and tools

Module 7: Writing the research proposal
1. Firming up research objectives, detailing variables and setting analytical approach
2. Defining methodological approach
3. Managing the review of the literature and keeping an effective focus
4. Preparing the sampling design and gaining access to sampling frameworks in qualitative and quantitative data collection
5. Establishing the research team
6. Preparing the work plan and identifying research project milestones
7. Preparing and establishing the research project's financial requirement at zero and fixed resources level
8. Putting together the parts of the proposal

Module 8: Managing research implementation phases
1. Mobilizing the research team: clarifying roles and responsibility, line of authority
2. Dealing with the additional collection and review of the literature and remaining focused
3. Working on the final sample collection
4. Handling the preparation of data collection instruments and soliciting feedback from stakeholders
5. Preparing and conducting training for the enumerators
6. Gathering information for the survey/group interview
7. Firming up the research's analytical framework/ preparation of dummy databases/training encoders
8. Controlling data processing: Edit, encoding, cleaning
9. Data analysis and preparing the data summary
10. Drafting the report

Module 9: Coordinating activities
1. Research project coordination tasks and issues
2. Building the research team

Module 10: Completing and ending the research project
1. Preparing and holding the dissemination workshop
2. Project team reflections on lesson learned from research
3. Finalizing the research report and incorporating comments and feedbacks fro stakeholders
4. Peer review
5. Submitting final report and other materials

Module 11: Research project documentation
   1. The needs for documentation
   2. Maintaining the research project documents

Module 12: Communicating with the donors/commissioning organizations
   1. Lesson in communicating with the donors
   2. Effective communication

Module 13: Monitoring framework
   1. Some frameworks
   2. Gender integration in monitoring research projects

Module 14: Element to tract for quality control
   1. Ethics
   2. Research methodology
   3. Report writing
   4. Resources

Module 15: Managing research assumptions, risks, Scope and stakeholders
   1. Handling research assumptions, risks, Scope and stakeholders

Module 16: Reporting on progress
   1. Mechanism and issues in reporting progress

Module 17: Designing the research's strategy for communicating findings
   1. Planning the strategy for communicating findings
   2. Policy research and disseminating findings
   3. Disseminating the findings to stakeholders

Module 18: Facilitating the adoption of research results
   1. Making research count

Training Methodology

The training methodology will be focused on participatory approaches include: lecture, student-entered including brainstorming, role play, small group discussion with plenary presentation, plenary discussion, group work, team involvement in decision making, participants' problems raised during the workshop for discussion, communication game and any other contributions will be held in high respect.

Training tools, materials and facilities

The LCD projector, flipcharts, posters, colour papers, hand outs, folders, pens, papers and other stationeries, especially, daily evaluation and final evaluation and other specific materials were used to present key learning concepts and structures and to make good environment for learning and to ensure the training run smoothly and efficiency.

Registration and Payment:

Training Fee: 700$
Free: Handouts, and certificate
Deadline Registration: 13 October 2014

SPECIAL DELIVERY: If you register before deadline:
   - Get 5%- discount for sending 1- 2 staff
   - Get 10%- discount for sending 3-5 staff
   - Get 1 Free for sending more than 5 staff

Please book your seat now!

For more information or registration:
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