

**Institute of Social & Cultural Studies
Faculty of Behavioral & Social Sciences
University of the Punjab, Lahore
Course Outline**



Programme	BS Demography	Course Code	DEM309	Credit Hours	3
Course Title	Project Planning and Management				

Course objectives:

After completion of this course the student will be able to:

- understand and apply the basic concepts of project cycle, cause and effect relationship, logical framework, planning and management;
- have the required skills of field formation, preparation of different reports and techniques for the development of project will be studied; and
- equip students with the tools of monitoring, evaluation and impact assessment.

Contents:

• **Introduction**

- Definition, need, identification, selection and scope of the project.
- Characteristics of project, types of project.
- Project cycle
- Cause and effect diagram,
- Project objectives

• **Project Planning**

- Development of indicators
- Preparing Project Proposal
- Logical framework analysis.

- Key components of project
- Potential problem analysis.
- Fields force formation strategy

- **Project Management**
 - Organization of resources
 - Task allocation, role Taking,
 - Coordination in project team,
 - Accountability within project
 - Conflict resolution
 - Time management
 - Liaison with external agencies
 - Preparation of technical progress reports
 - Preparation of financial progress reports
 - Writing of minutes and reports of project meetings.

1. **Project Monitoring and Evaluation**

- Checking deviation and progress monitoring
- Follow-up, managing deviation,
- Definition and difference between M&E
- Need for evaluation
- Steps in evaluation, collecting necessary data, expanding logframe matrix for evaluation, checking deviation, adjusting deviation

2. **Impact Assessment**

- Definition concepts and meaning
- Types of impact assessment

- Social impact Assessment
- Economic Impact Assessment
- Physical Impact Assessment
- Environmental Impact Assessment

6. Methods and techniques of Impact Assessment

Teaching-Learning Strategies:

Teaching will be a combination of class lectures, class discussions, and group work. Short videos/films will be shown on occasion.

Assignments:

The sessional work will be a combination of written assignments, class quizzes, presentations, and class participation/attendance.

Assessments and Examination:

Sessional Work: 25 marks

Midterm Exam: 35 marks

Final Exam: 40 marks

Recommended Books

4. Harrison, F., & Lock, D. (2017). *Advanced project management: a structured approach*.
5. Kerzner, H. (2017). *Project management: a systems approach to planning, scheduling, and controlling*. John Wiley & Sons.
6. Routledge. Brewer, Ernest W. (2001). *Finding Funding*. 4th ed. London: Corwin Press.
7. Dale, Reidar. (2004). *Evaluating Development Programmes & Projects*. 2nd ed. New Delhi: Sage Publications.