NGO Project Management: Strategies for Effective Delivery

25 – 29 April 2027
Riyadh (KSA)

UK Trainig
PARTNER



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Why This Course

NGO projects often operate in challenging environments where resources are limited, stakeholder expectations are high, and results must create meaningful social, humanitarian, environmental, or community impact. Managing these projects effectively requires clear planning, careful budgeting, strong communication, risk awareness, monitoring and evaluation, and the ability to adapt to changing field realities.

This intensive 1-week NGO Project Management Training program equips NGO professionals with practical project management skills tailored to the non-profit sector. The course covers the NGO project lifecycle, project charters, stakeholder engagement, scope planning, Work Breakdown Structures, budgeting, volunteer management, procurement, risk management, quality assurance, monitoring and evaluation, reporting, project execution, change management, closure, and lessons learned. Through practical exercises and real-world scenarios, participants will learn how to plan, deliver, and evaluate impactful NGO initiatives with greater confidence and structure.

What You'll Learn and Practice

By joining this program, you will:

- Understand the project management lifecycle in the NGO context.
- Apply project management methodologies suitable for non-profit initiatives.
- Develop project charters and define project objectives.
- Identify and analyze stakeholders, beneficiaries, donors, partners, and communities.
- Create comprehensive project plans.
- Define and manage project scope.
- Build Work Breakdown Structures for NGO projects.
- Estimate project time, costs, and resources.
- Manage staff, volunteers, partners, and contractors.
- Develop project budgets and financial plans.
- Apply procurement and contract management practices.
- Identify, assess, and mitigate project risks.
- Develop quality assurance and monitoring and evaluation frameworks.
- Prepare performance reports and manage project closure.



The Program Flow

Day 1: Foundations of NGO Project Management

- Understand project management in the NGO and non-profit context.
- Explore project lifecycle stages and methodologies used in NGO projects.
- Identify stakeholders and analyze their influence, needs, and expectations.
- Define project goals, beneficiaries, outcomes, and success criteria.
- Develop a project charter for an NGO initiative.

Day 2: Project Planning and Scope Management

- Create comprehensive project plans for NGO projects.
- Define project scope, deliverables, assumptions, and constraints.
- Build Work Breakdown Structures to organize project activities.
- Apply time and cost estimation techniques.
- Translate project goals into realistic implementation plans.

Day 3: Resource Management and Budgeting

- Manage human resources in NGO projects.
- Apply volunteer management strategies.
- Develop budgets and financial plans aligned with donor and project requirements.
- Allocate resources effectively across project activities.
- Understand procurement and contract management in NGO environments.

Day 4: Risk Management and Quality Assurance

- Identify and assess risks in NGO projects.
- Develop risk mitigation strategies for operational, financial, stakeholder, and field risks.
- Apply quality planning and control techniques.
- Build monitoring and evaluation frameworks.
- Define indicators, data sources, responsibilities, and reporting cycles.

Day 5: Project Execution, Monitoring, and Closure

- Apply effective project execution strategies.
- Monitor project performance and prepare progress reports.
- Manage changes, challenges, and constraints during implementation.
- Conduct project closure activities and final reviews.
- Capture lessons learned to improve future NGO projects.



Individual Impact

- Build confidence in managing NGO projects from planning to closure.
- Strengthen skills in budgeting, resource allocation, and stakeholder engagement.
- Improve ability to manage risks and field challenges.
- Gain practical tools for monitoring, evaluation, and reporting.
- Develop stronger project communication and coordination capabilities.

Work Impact

- Improve delivery quality and accountability in NGO projects.
- Strengthen donor confidence through better planning, budgeting, reporting, and documentation.
- Improve stakeholder and beneficiary engagement.
- Reduce project risks through structured assessment and mitigation.
- Support stronger impact measurement and organizational learning.

Training Methodology

This program combines NGO-focused project management concepts with practical application through:

- NGO project case studies and implementation scenarios.
- Project charter and stakeholder mapping exercises.
- Scope, WBS, schedule, and budget development workshops.
- Volunteer management and resource planning activities.
- Risk assessment and mitigation planning exercises.
- Monitoring, evaluation, reporting, closure, and lessons learned practice.

Beyond the Course

Upon completion, participants will be able to:

- Develop complete project plans for NGO initiatives.
- Create stakeholder engagement strategies.
- Build project budgets and resource allocation plans.
- Design risk management frameworks for NGO projects.
- Construct monitoring and evaluation plans.
- Manage NGO projects with stronger accountability, impact, and operational control.

