MAGNA SKILLS DEVELOPMENT INSTITUTE

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

AI for NGO, Government and Business

AI for Project Management and Donor Funded Projects

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

COURSE CODE	DELIVERY	DURATION	PREPARED FOR
MSDI	**Online / Face-to-Face**	**Flexible**	**Organisation Approval**

Register for this Course **View Online Course Page**

Course Overview

Project managers and donor-funded project teams are under pressure to deliver results, manage budgets, meet donor requirements and produce quality reports. AI can support project planning, budgeting, risk management, monitoring, communication and compliance.

This Magna Skills course is designed for project professionals working in government, NGOs, development agencies and donor-funded environments. It provides practical AI tools and methods for improving project efficiency and accountability.

Participants will learn how to use AI to prepare workplans, logical frameworks, risk registers, reports, meeting notes, stakeholder updates and monitoring documents while maintaining donor compliance and professional oversight.

Course Outcomes

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1. Use AI to support project planning, implementation, monitoring and reporting.
2. Prepare stronger project documents, workplans, proposals, risk registers and donor reports.
3. Apply AI tools to improve budgeting support, stakeholder communication and coordination.
4. Strengthen monitoring, evaluation, compliance and accountability in donor funded projects.
5. Develop AI-supported templates and workflows for improved project performance.

Course Outline / Curriculum

Course Outline

Module 1: AI in project and programme management

- Key concepts, practical examples and sector-based discussion.
- Workplace application activity, templates and implementation considerations.

Module 2: AI for project design, concept notes and proposals

- Key concepts, practical examples and sector-based discussion.
- Workplace application activity, templates and implementation considerations.

Module 3: Workplans, schedules and implementation planning

- Key concepts, practical examples and sector-based discussion.
- Workplace application activity, templates and implementation considerations.

Module 4: AI for project budgeting and resource planning

- Key concepts, practical examples and sector-based discussion.
- Workplace application activity, templates and implementation considerations.

Module 5: Risk registers and issue tracking with AI

- Key concepts, practical examples and sector-based discussion.
- Workplace application activity, templates and implementation considerations.

Module 6: Stakeholder engagement and communication support

- Key concepts, practical examples and sector-based discussion.
- Workplace application activity, templates and implementation considerations.

Module 7: AI for monitoring, evaluation and learning

- Key concepts, practical examples and sector-based discussion.
- Workplace application activity, templates and implementation considerations.

Module 8: Donor reporting, documentation and compliance

- Key concepts, practical examples and sector-based discussion.
- Workplace application activity, templates and implementation considerations.

Module 9: Responsible AI use in donor funded projects

- Key concepts, practical examples and sector-based discussion.
- Workplace application activity, templates and implementation considerations.

Module 10: Developing AI project management templates

- Key concepts, practical examples and sector-based discussion.
- Workplace application activity, templates and implementation considerations.

Target Audience

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Project managers, programme officers, donor funded project teams, M&E officers, NGO managers, grants officers, finance officers, procurement officers, coordinators, development practitioners, government project units, implementation partners and consultants involved in project delivery.

Key Course Benefits

Work-Ready Skills

Delegates leave with practical tools, templates and methods they can apply immediately at work.

Better Institutional Results

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

Sponsor-Friendly

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

Professional Recognition

Delegates receive training documentation and a certificate of completion after successful participation.

Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairobi,
- Zanzibar, Tanzania

West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flex

Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

Register / Apply Online | **View Full Course Page**

About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

Organisation / Department	
Delegate Name(s)	
Approved Course	AI for Project Management and Donor Funded Projects
Preferred Delivery Mode	☐ Online ☐ Face-to-Face ☐ Organisation-Based Training
Preferred Training Venue / Date	
Estimated Number of Delegates	
Budget / Vote Number	
Contact Person	
Email / Mobile	

Authorised Name _____ Signature / Stamp _____ Date _____