Project Management 101

Introduction

Youth Forum
Guyana
1. What is a project?

2. What is project management?

3. What is the project cycle?

4. Project Identification
   I. Problem, Objectives and Strategy Analysis
What is a project?

- A temporary endeavor undertaken to create a unique product, service, or result

  - Key things to note:
    - Definite start and end
    - End defined by attainment of objectives or termination of the project
    - Temporary does not necessarily mean short in duration
    - Temporary does not generally apply to the product, service or result
• The application of knowledge, skills, tools and techniques to project activities to meet project requirements and objectives

– **Key features include:**
  ✓ Identifying what is needed or to be achieved (requirements)
  ✓ Addressing needs, concerns, and expectations
  ✓ **Balancing** competing constraints

[scope, quality, schedule, budget, resources, and risks]
What is the project cycle?

- Identification
- Preparation
- Appraisal
- Implementation & Monitoring
- Evaluation
The Project Cycle...

1. **IDENTIFICATION** - generation of the initial project idea and preliminary design

2. **PREPARATION** - detailed design of the project addressing technical and operational aspects

3. **APPRAISAL** - analysis of the project from technical, financial, economic, gender, social, institutional and environmental perspectives

4. **IMPLEMENTATION & MONITORING** - execution of project activities, with on-going checks on progress and feedback

5. **EVALUATION** - periodic review of the project with feedback for next project cycle and assessment of attainment of objectives
Identification of Projects

• Projects should always be structured as possible solutions to identified and defined problems

• Problem analysis is a critical methodology for identifying projects

• The Problem tree is a useful tool in defining problems, their relationships and essentially the rationale for a project
Problem Tree

**Key Steps:**
1. Brainstorm priority problems
2. Select a starter problem
3. Establish the cause–effect hierarchy
   a) Problems that directly cause the starter problem place below
   b) Problems that are direct effects of starter problem place above
4. Sort all other problem is the same way (*what causes that?*)
5. Connect problems with arrows to create the cause-effect relationships

**Key features:**
- Problems should always be phrased as negative statements
- State problems in a simple format, with 1 problem at a time
Problem Tree: River Pollutioon Example

River water quality is deteriorating

High levels of solid waste dumped into river
- Polluters are not controlled
  - Environment Protection Agency ineffective and closely aligned with industry interests
- Population not aware of the danger of waste dumping

Most households and factories discharge wastewater directly into the river
- Existing legal regulations are inadequate to prevent direct discharge of wastewater
  - Pollution has been a low political priority
- No public information/education programs available

Wastewater treated in plants does not meet environmental standards
- 40% of households and 20% of businesses not connected to sewerage network
  - Inadequate levels of capital investment and poor business planning within Local Government
Analysis of Objectives

This is a methodology used to:
• Describe the situation in the future once the problems are solved
• Verify the hierarchy of objectives
• Illustrate the means-end relationship

Key steps:
1. Reformulate all negative statements to positive
2. Check the means-end relationships for completeness
3. Revise statements if necessary
Objectives Tree: River Pollution Example

- Catch and income of fishing families is stabilised or increased
  - Threat to the riverine ecosystem is reduced, and fish stocks are increased
  - River water quality is improved
    - The quantity of solid waste dumped into the river is reduced
      - Polluters are effectively controlled
        - Environment Protection Agency is effective and more responsive to a broad range of stakeholder interests
    - No. of households and factories discharging wastewater directly into the river is reduced
      - Population more aware of the danger of waste dumping
        - Public information/education programs established
      - New legal regulations are established which are effective in preventing direct discharge of wastewater
        - Pollution management is given a higher political priority
          - Increased capital investment
    - Wastewater treatment meets environmental standards
      - Increased % of households and businesses are connected to sewerage network
        - Improved business planning within Local Government is established, including cost recovery mechanisms
Analysis of Strategies

A methodology used to select the most relevant and appropriate approach to solving the problems identified, essentially selecting the scope of your proposed project.

**Key questions/consideration include (but not limited to):**

- Should all the identified problems and/or objectives be tackled, or a selected few?
- What are the positive opportunities that can be built on?
- What is the combination of actions that are most likely to bring about the desired results and promote sustainability

- [✓] Expected contribution to key policies
- [✓] Benefits to target groups (women, elderly, etc.)
- [✓] Compliments other projects
- [✓] Financial and Economic benefits
- [✓] Environmental Impact
- [✓] Technical feasibility
Selection of Strategy: River Pollution Example

OUT

WASTE STRATEGY

IN

WASTEWATER STRATEGY

**Overall Objective**

- Incidence of waterborne diseases and illnesses is reduced, particularly among poor families and under 5s.

**Purpose**

- River water quality is improved
- No. of households and factories discharging wastewater directly into the river is reduced
- Wastewater treatment meets environmental standards

**Results**

- The quantity of solid waste dumped into the river is reduced
- Polluters are effectively controlled
- Environment Protection Agency is effective and more responsive to a broad range of stakeholder interests
- Population more aware of the danger of waste dumping
- Public information/education programs established
- New legal regulations are established which are effective in preventing direct discharge of wastewater
- Pollution management is given a higher political priority
- Increased capital investment
- Increased % of households and businesses are connected to sewerge network
- Improved business planning within Local Government is established, including cost recovery mechanisms

**Additional Points**

- Catch and income of fishing families is stabilised or increased
- Threat to the riverine ecosystem is reduced, and fish stocks are increased
VYBZING Community-based Project Proposal Content

Project Rationale
- Problem Definition
- Project Context
- Rationale

• 2 pages

Project Description
- Objective
- Components / Description of Activities
- Targets / Expected Results

• 3 pages

Implementation Plan
- Project Team
- Project Management
- Participation of Stakeholders
- Monitoring & Evaluation
- Project Schedule

• 4 pages

Budget
- CDB
- Stakeholders

• 1 page
Evaluation Criteria

• Project Rationale 20
• Project Description 20
• Implementation Plan 40
• Budget * 20
• Total 100

*(max 20 for matching CDB contribution with cash or in-kind resources from Stakeholders)