Project Management, part II

Practical tools and solutions

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Hans Wolters

Alan Al Yussef

ODS GREATER IMPACT

Your positive experiences with planning and implementing projects

KEY FACTORS FOR SUCCESS?

The project management cycle

Goal setting

- SMART
  - Specific
  - Measurable
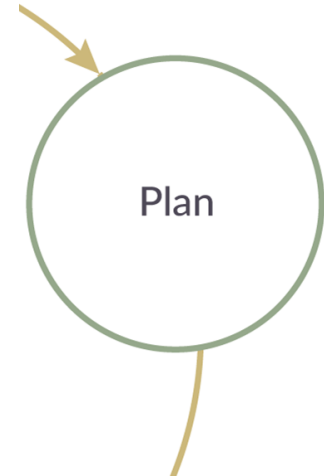 - Acceptable for participants
  - Realistic
  - Timebound

Set goal

# Planning in time and essential building blocks

Planning

- Plan backwards: start with delivery date
- Plan realistically: too much optimism is a planning killer
- Plan for a change of plan; include time for the unforeseen

Plan

Communication and coordination

- Communicate
  - With colleagues (are they supportive?)
  - With partners (do they know what is expected?)
  - With the donor or funder (progress reports, updates, reassuring e-mails)
- Coordinate
  - Does everyone know what is expected?
  - Does everyone know what to do: clear division of tasks?
  - Is the workload OK? Evenly spread?

Communicate + coordinate
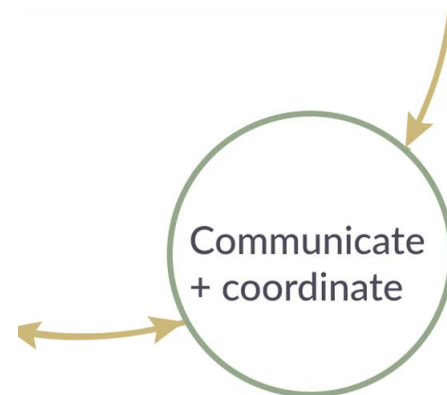
Monitor progress

- Are we on track?
    a. Do you take the time/have you taken a deliberate moment to check if you are on track?
    b. Do you know what you must have achieved by when
    c. Do you invite colleagues to give critical feedback - express concern about certain deliverables?
- Do you need to adapt the planning
    a. What/when is the point of no return
    b. Do we need to reduce ambitions?
    c. Do we need more people, resources?
- Feed back this information into the project planning cycle

Monitor
+ adapt
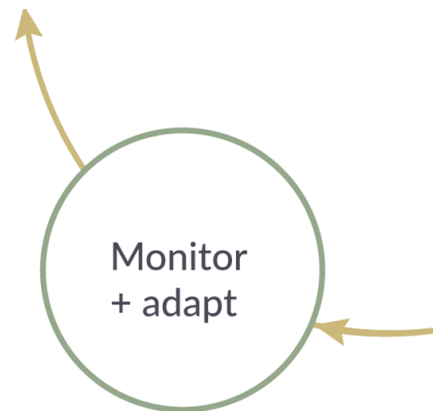
Reach goal and learn

- Project only ends once evaluation is done
- Evaluate immediately after end of the project not to lose sight on what happened
- Ask questions: What went well. Why? What went wrong? Why?
- What are therefore the lessons learned?
- Put these lessons on paper and use when needed.

Reach goal +
learn lessons
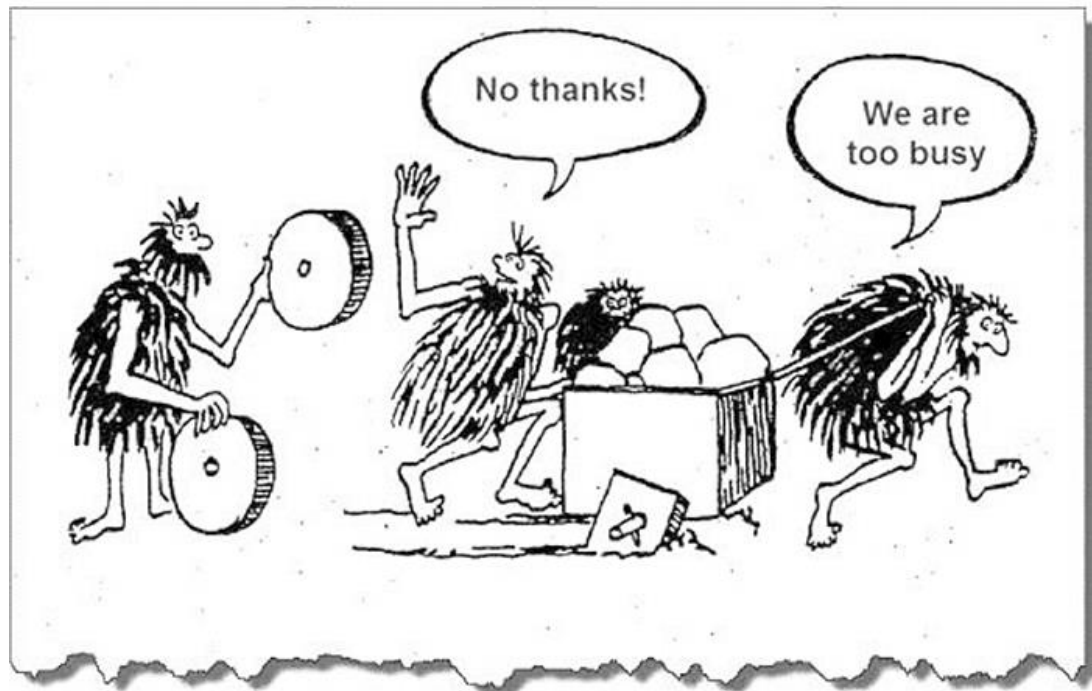
Practical tools for project management

- A kick off meeting
- Your electronic agenda as a planning tool
- Log frames and how to use them
- Risk assessment
- Time management

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Kick off meeting

- Always start with round table kick off with everyone involved in a project looking at every aspect of a project (content, admin, finance, organisation)
- Appoint a project leader and agree a clear division of tasks in the team
- Write down what is decided and circulate decisions and action points
- Make and then circulate a project planning

Use your electronic agenda as a planning tool

- Create and share a project calendar with your project colleagues
- Integrate this calendar into your personal calendar
- Put vital dates for the project in the calendar (various project steps, deadlines, reminders)
- Plan your own time with 'worksessions'
- Allow sufficient time for each step

- Basic log frames I

What	Who	How	When	Additional info
Position paper				
Workshop				

● Basic log frames II

Objective	By	how	what	Who	when	Additional info
More money for research	Raising awareness of importance of research	Information campaign	Brochure	X + Y	September	Text brochure to be ready by 30 August to allow for editing and printing
			Advert	Y	October	
			Conference	Z	October	
	Lobbying for higher budgets	Meetings with decision makers	Director to meet Head of research	A	November	
			Chair to meet minister	B	December	Briefing ready for chair by 1 Dec. Director to meet Chair

Risk assessment

Always check:

- Deadlines respected? Delays? How to mitigate
- People: sick, overloaded, known for being late
- Confusion about who is doing what?
- Postponing the project? Aborting all together?

Time management

- Time is precious; start meetings in time, respect timelines, do not waste others time
- Be strict and clear from the beginning; too relaxed in the beginning is stress at the end
- Address delays and inefficiencies in clear, assertive ways
- Lead by example; the project leader is always in time

Conclusions

- Take the time to plan, organise, discuss, involve; time saved in the beginning is 3 X lost in the end
- Use simple tools such as your calendar, checklists, log frames
- Be realistic; too much optimism is a project killer
- Lead by example; walk the talk: start in time, deliver in time,
- Better project management leads to better results
- AND more pleasant work

ODS: creating more impact

For more info and contact: www.odsupport.eu

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