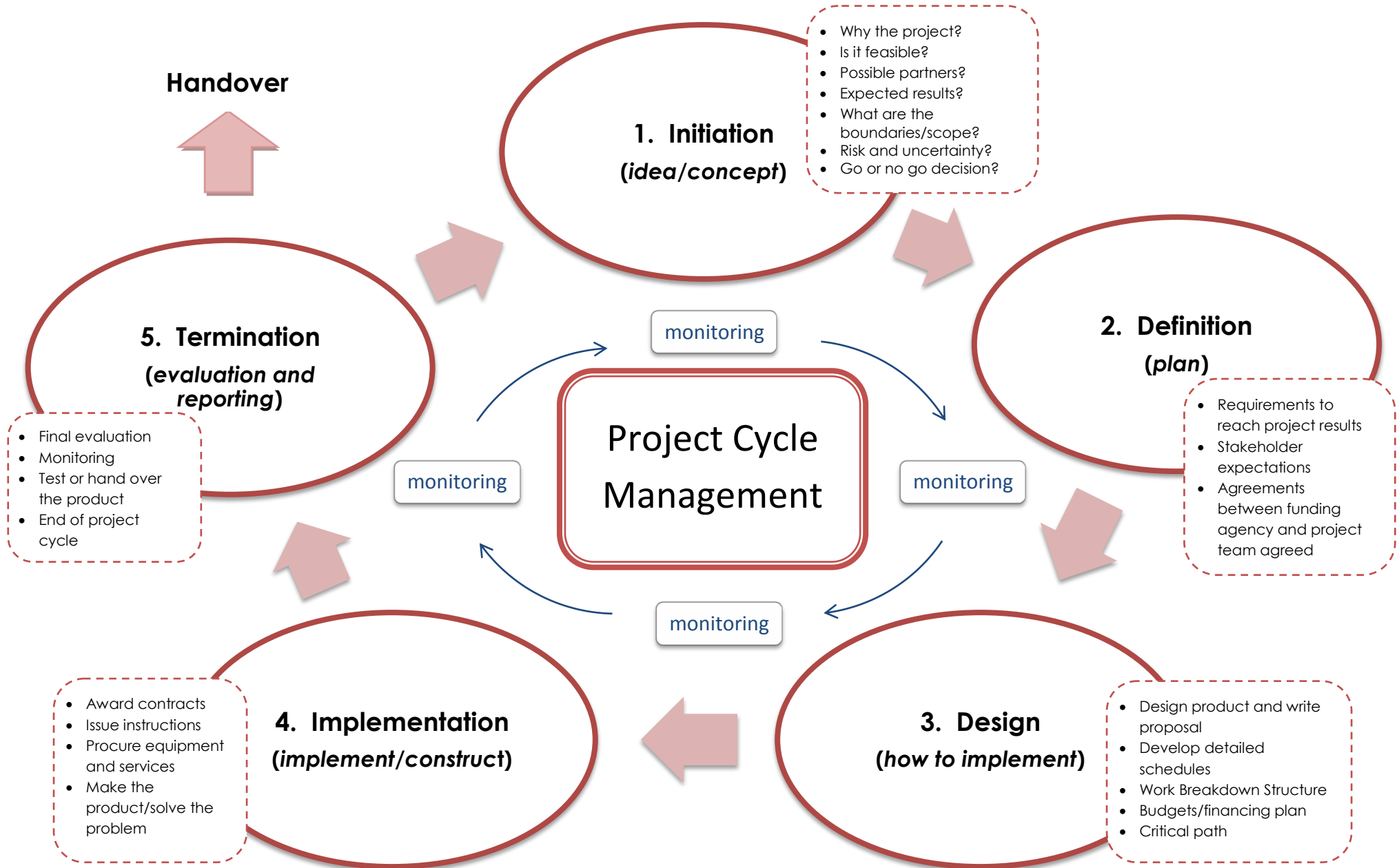


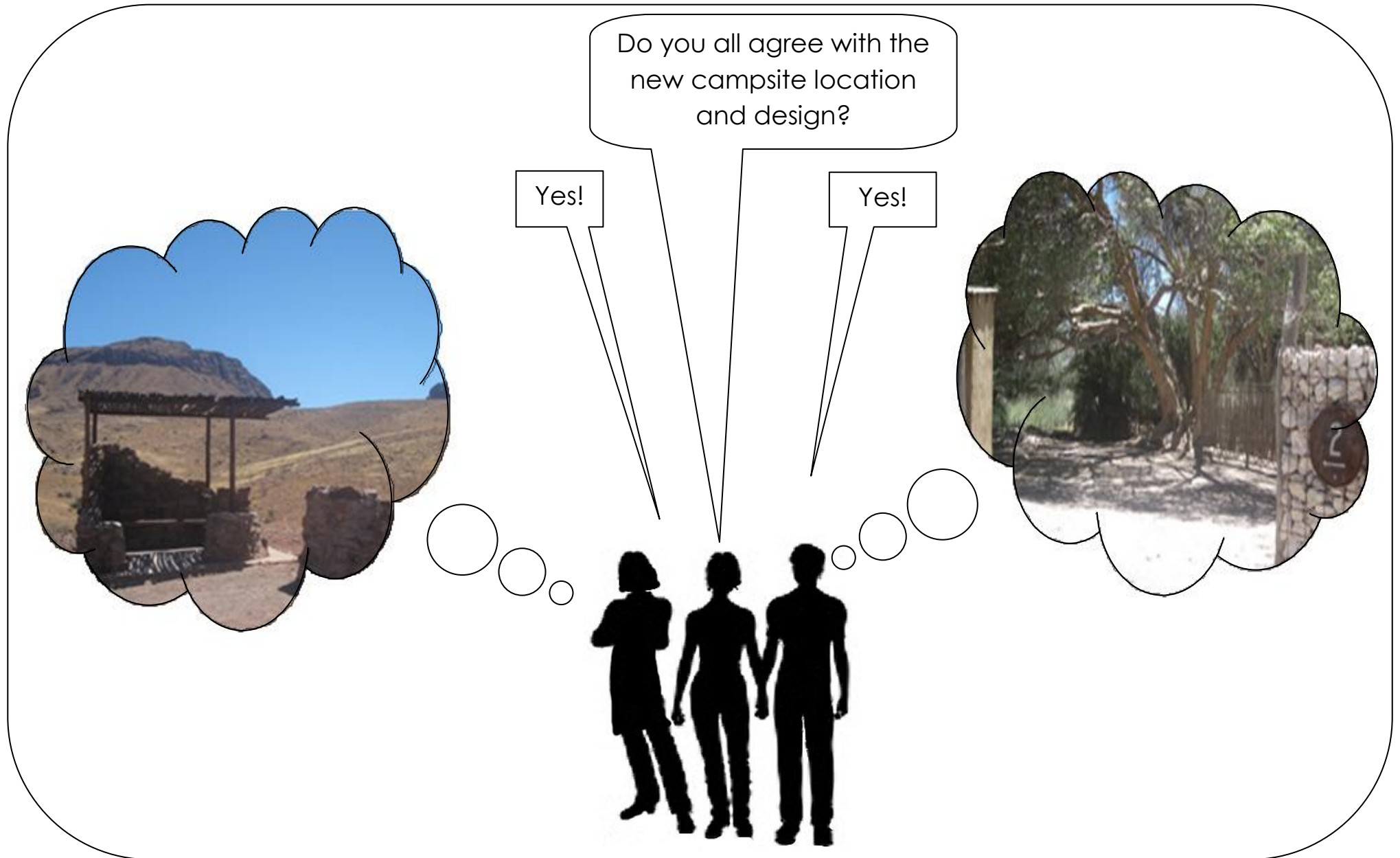
MODULE 1.12, HANDOUT #1: Factors contributing to the success of projects



MODULE 1.12, HANDOUT #2: The five phases of the project cycle



MODULE 1.12, HANDOUT #3: Expectations of a project



MODULE 1.12, HANDOUT #5: Activity Schedule template

Name of Project:																	
General activity	Person responsible	Completion date												Cost			
		August 2011				September 2011				October 2011				Labour	Materials	Others	Total cost
		Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12				
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	

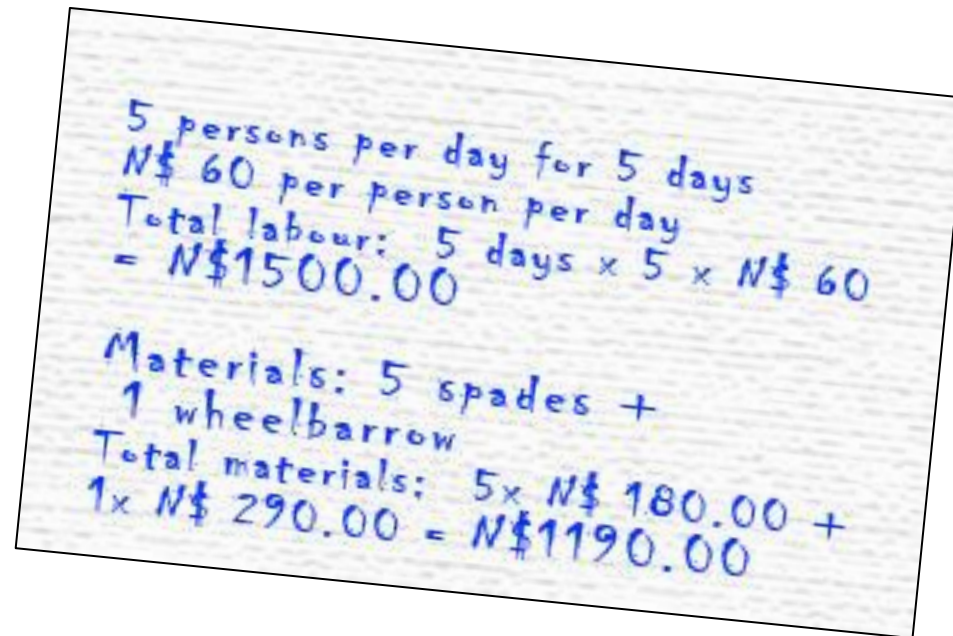
MODULE 1.12, HANDOUT #6: Costing activities

Estimating the cost of each activity:

- What **materials** will be required and what will they cost?
- What **time** (labour, security, supervision, meetings, travel and subsistence) will be required and what will it cost?
- What **transport** is required and what will it cost?
- What **services** (water, electricity) will be required and what will they cost?

For each activity, there should be a sub-total of costs. The total costs of the project can then be calculated by adding up the costs of all the activities. At the planning phase, only rough estimates of costs are available. As the plan is revised and improved, the costs can be made more accurate.

Example: Clearing area for stands on campsite.



MODULE 1.12, HANDOUT #8: Basic format of a project proposal

At a minimum, a project proposal answers basic questions about the project:

- **Why?** - What is the problem or value proposition addressed by the project? Why is it being sponsored?
- **What?** - What is the work that will be performed on the project? What are the major products/deliverables?
- **Who?** - Who will be involved and what will be their responsibilities within the project? How will they be organised?
- **When?** - What is the project timeline and when will particularly meaningful points (referred to as milestones) be complete?

1. Title page

1.1. Name of project, name and address of organisation implementing the project or requesting the funding, and date.

2. Summary

2.1. State the purpose of the project and main intention for funding.

3. Background

3.1. Overall background and information on the sector, department or strategies in relation to the request for funding.

3.2. Background information about the project for which you require money.

4. Objectives

4.1. Develop SMART objectives for the project.

4.2. Set objectives are important as the funder will use these objectives to monitor the extent to which the money was spent effectively.

5. Project description

5.1. Including lessons from past experiences, and linkage to other funder activities.

5.2. Description of: Scope, location, overall time frames, target groups.

5.3. Description of: Project purpose, results and activities, and main indicators.

5.4. Support arguments on why it should be funded.

6. Assumptions, risks

7. Implementation/Action Plan

7.1. Physical and non-physical means.

7.2. Organisation and implementation procedures.

7.3. Timetable (workplan).

7.4. Estimated cost and financing plan.

7.5. Special conditions or measures by government or partners.

7.6. Monitoring and evaluation.

8. Quality factors

8.1. Participation and ownership by beneficiaries.

8.2. Policy support.

8.3. Appropriate technology.

8.4. Socio-cultural aspects.

8.5. Gender equality.

8.6. Environmental protection.

8.7. Institutional and management capacities.

8.8. Financial and economic viability.

9. Annexes

MODULE 1.12, HANDOUT #9: Self-assessment evaluation for participants

Participants receiving training in Module 1.12 are not subject to formal assessment. However, in order for you to assess the knowledge and skills you have acquired on project management, and for the trainer to ascertain how effective the training has been, you are encouraged to answer for yourself the following questions and discuss your answers – as part of a group or individually – with your trainer.

- 1. What do you think are the differences between normal conservancy activities and projects?**
- 2. What are the four main types of projects (and name an example of each)?**
- 3. At which phase of the project cycle is most of the planning done?**
- 4. At which phase of the project cycle are the level of effort and costs the highest?**
- 5. What elements make up the 'scope' of a project?**
- 6. Why is it important to conduct a feasibility study before implementing a project?**
- 7. Work out how much it will cost to train 20 participants from your conservancy for 4 days (include rent of conference room N\$ 40 per day, meals N\$ 50 per person per day, and cost of trainer, N\$ 250 per day).**
- 8. Why is the activity schedule such a useful tool in planning and implementing projects?**