Project Management

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ODS GREATER IMPACT
Your experiences with project planning and what often goes wrong
Lessons learned from your experiences
What is project management?

ODS PM Cycle

- Set goal
- Plan
- Communicate + coordinate
- Monitor + adapt
- Reach goal + learn lessons

ODS GREATER IMPACT
Goal setting

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

Building blocks (relevant conditions for delivery)

- Is the money there?
- Do we have the necessary people power?
- Are there other factors/risks preventing delivery; what can we do to mitigate risks
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?
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
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
- What are therefore the lessons learned?
- Put these lessons on paper and use when needed.
useful for you/your projects: action points
No thanks!

We are too busy
ODS: creating more impact

For more info and contact: www.odsupport.eu