



# Project Management

Webinar EFA 13 November 2018  
Hans Wolters  
Alan Al Yusef

**ODS** GREATER IMPACT



## **Your experiences with project planning and what often goes wrong**

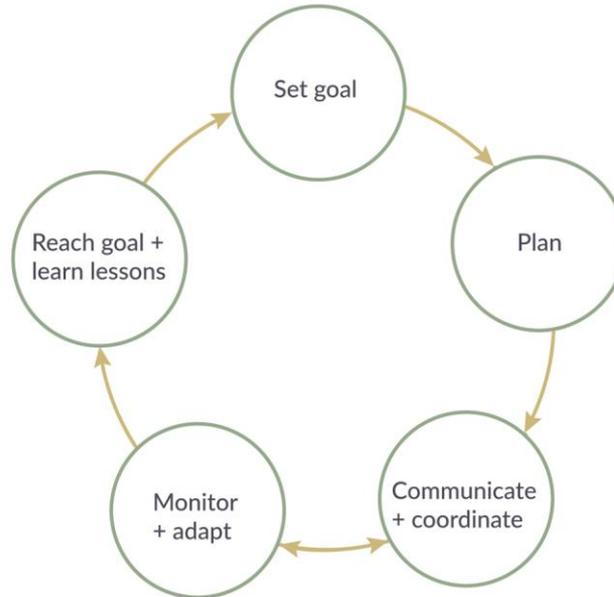


# Lessons learned from your experiences



# What is project management?

ODS PM Cycle





# 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)

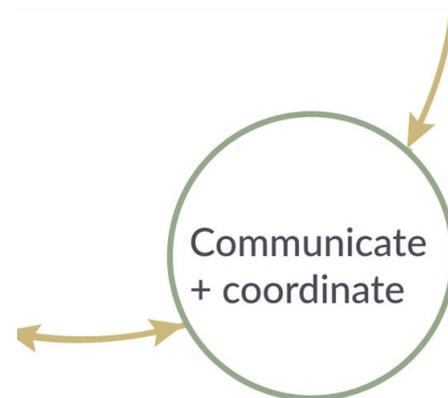
- Is the money there?
- Do we have the necessary people power?
- Are there other factors/risks preventing delivery; what can we do to mitigate risks





## Communication and coordination

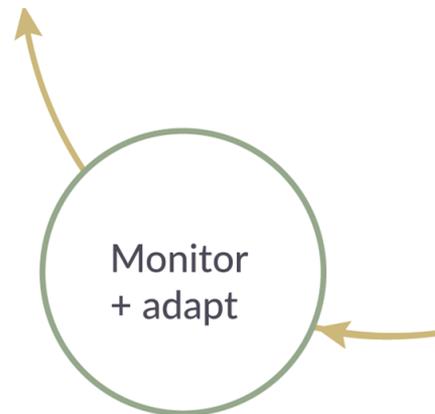
- Communicate
  - With colleagues (are they supportive?)
  - With partners (do they know what is expected?)
  - With the donor or funder (progress reports, updates, reassuring e-mails)
- Coordinate
  - Does everyone know what is expected?
  - Does everyone know what to do: clear division of tasks?
 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





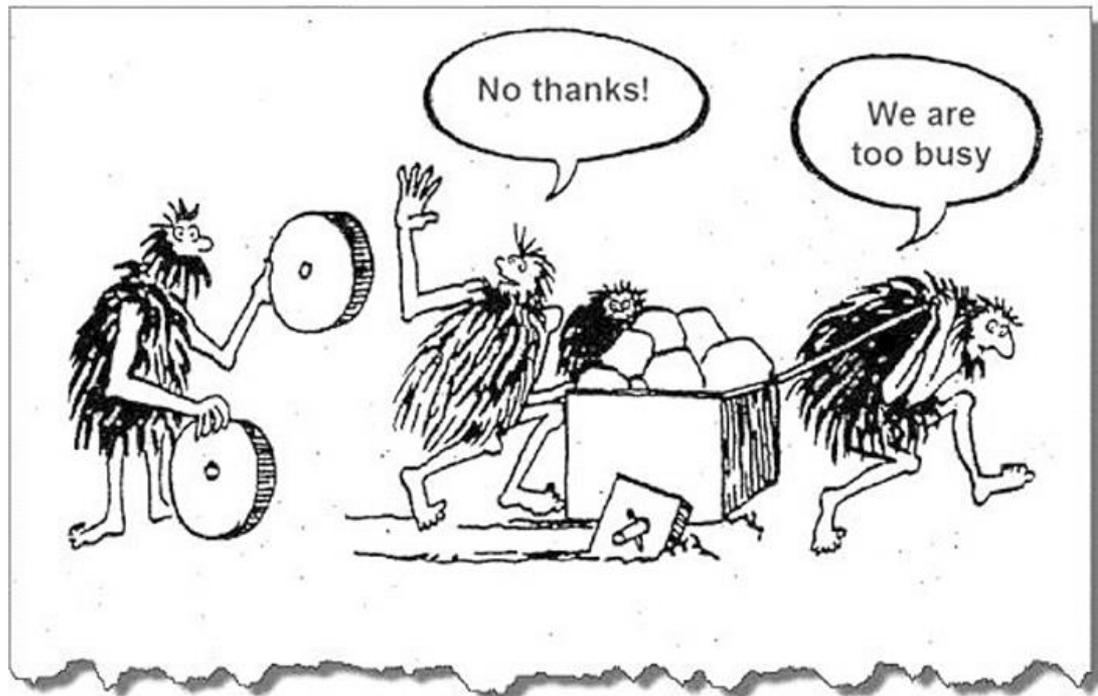
## Reach goal and learn

- Project only ends once evaluation is done
- Evaluate immediately after end of the project not to lose sight on what happened
- 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.





**useful for you/your projects: action points**





# ODS: creating more impact

For more info and contact: [www.odsupport.eu](http://www.odsupport.eu)

**ODS** GREATER IMPACT