

Participatory Project Management (PPM) Workshop, Singapore

24th – 26th March 2009



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The Workshop

Run at the RELC International Hotel, SEAMEO Regional Language Centre, 30 Orange Grove Rd, Singapore 258352
– www.relcih.com.sg

Facilitator

Mr Chris Piper, TorqAid - www.torqaid.com with assistance from The Foundation for Development Cooperation (FDC) team

Advanced Standing

Eligible participants who complete the workshop, together with follow-up assignments, can apply for Advanced Standing/Accreditation in post-graduate level development studies programs as run by Deakin, RMIT and Murdoch Universities, as well as the International Health course run by Curtin University

Costs

Singapore Dollars (SGD) 1,250 for three day workshop only
Singapore Dollars (SGD) 1,400 for three day workshop plus follow-up assignments



- Are you involved in Community Development (CD) projects in the Asia-Pacific Region?
- Are you an NGO, Government or International Management Contractor (IMC) Project Manager/Officer who wants to improve your Project Management (PM) skills?
- Are you a development studies student or volunteer who wants to learn more about CD/PM ?

Then this workshop may be for you!

Further Information

Mr Chris Piper, TorqAid
Ph 041 2497317
Email: pipercm@iprimus.com.au

Mr Shawn Hunter, FDC,
Brisbane, Australia
Ph +61 (0)7 32172924
Email: ShawnHunter@fdc.org.au

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Purpose of Workshop

The purpose of this workshop is to learn practical and participatory project management skills, which are used in community development (CD) projects in both Australia and overseas. The three main project management methodologies introduced are Project Cycle Management (PCM); Participatory Learning and Action (PLA), and the Logical Framework Approach (LFA), or Logframes for short. Case Study examples will be drawn from both Australia and overseas.

Who is this course for?

This workshop is designed for those who plan, manage, or evaluate development projects throughout Asia and Australasia. In the past, participants have come from:

- NGOs: eg ADRA, Caritas Timor Leste, World Vision Lanka, Helping Hands Foundation (Indonesia), China NPO Network, Leprosy Mission, Salvation Army
- International Management Contractors (IMCs): eg GHD Hassall, Coffey International Pty Ltd, Cardno ACIL Pty Ltd; IDSS; JTA International; SKM/BEAM (Philippines)
- Government departments & projects: eg AusAID; Kharst Environment Rehabilitation, China; Ministry of Finance, Samoa,
- UN agencies: eg UNDP, SOPAC
- Universities: eg University of Papua New Guinea (UPNG); University of the South Pacific (USP)
- Individual consultants and overseas volunteers (eg AYAD, AVI, VIDA)

Skills Taught

This is a practically-based intensive workshop which combines both classroom teaching and, for those seeking advanced standing, follow-up assignments. Having completed it, participants will have developed a range of practical skills to help them plan, write submissions for, implement, report on, or evaluate community development projects.

TorqAid – <http://www.torqaid.com>

This PPM workshop is facilitated by Chris Piper, the TorqAid Director. A qualified teacher and adult educator, he has spent most of his working career in community development and the overseas aid field. In addition to his TorqAid work, he has also taught development studies at a major Australian University.



The Foundation for Development Cooperation (FDC) – <http://www.fdc.org.au>

The Foundation for Development Cooperation is an independent, not-for-profit international development organisation. Established in Brisbane, Australia, in 1990, the mandate of FDC calls for it to conduct policy-oriented research, foster public awareness, mobilise broader Australian and overseas development cooperation, and support non-governmental development efforts. Through partnerships and alliances, FDC undertakes a range of initiatives which seek to improve the lives of poor people in developing countries, foster innovative approaches to development, and connect policy work to self-help efforts at the grass roots level. FDC's work includes economic development and assessment, policy analysis, grass-roots community-based initiatives, strategic research, partnerships and leverage, advocacy, consulting and advisory services, project design and implementation, secretariat and network management, and training and capacity building. FDC's headquarters is in Brisbane, Australia. FDC has an Asia regional office in Singapore and a Pacific regional office in Fiji.

Workshop Details

Date: Tuesday 24th –Thursday 26th March 2009
 Time: 9am – 5.00pm (registration on day 1 at 8.30 am)
 Venue: The RELC International Hotel, SEAMEO Regional Language Centre,
 30 Orange Grove Rd, Singapore 258352 – www.relcih.com.sg
 Contact: Mr Shawn Hunter, FDC, Brisbane, Australia
 Ph: + 61 (0)7 32172924 - Email: ShawnHunter@fdc.org.au

Workshop Itinerary

The PPM is an intensive three day workshop covering the following modules:

- Module 1 : Introductory Remarks.
- Module 2 : Project Cycle Management (PCM) - 1
- Module 3 : Setting of Objectives. Performance Indicators. Data Sources
- Module 4 : Participation, Learning & Action (PLA)
- Modules 5/6 : DVD on Making of Ten Canoes Documentary & Discussion
- Module 7 : Recall from Day 1. Project Design Document (PDD) Exercise
- Modules 8/9 : The Logical Framework Approach (LFA)
- Modules 10/11: LFA Group Work
- Module 12 : Project Cycle Management (PCM) - 2
- Module 13 : Recall from Day 2. Risk Management
- Module 14 : The LogFrame Matrix
- Module 15 : Financial Management & Human Resource Management (HRM) Principles
- Modules 16/17: Final Group Work
- Module 18 : Final Comments. Course Closure

Day/ Session	Morning Session 1 0900-1000 hrs	Morning Session 2 1015-1115 hrs	Morning Session 3 1130-1230 hrs	Afternoon Session 1 1330-1430 hrs	Afternoon Session 2 1445-1545 hrs	Afternoon Session 3 1600-1700 hrs	Evening
Tues 24th Mar	Introduction/ Module 1	Module 2	Module 3	Module 4	Module 5	Module 6	
Wed 25th Mar	Module 7	Module 8	Module 9	Module 10	Module 11	Module 12	Social Evening
Thurs 26th Mar	Module 13	Module 14	Module 15	Module 16	Module 17	Module 18	

Follow-up Assignments/ Advanced Standing

Participants who complete the workshop, together with follow-up assignments, are eligible to apply for consideration for advanced standing in a number of Australian universities (currently Deakin, RMIT, Murdoch, Curtin). For more details of these please contact Chris Piper on pipercm@iprimus.com.au or on + 61 (0)412 497 317

Further Information

For course bookings contact:

- Mr Shawn Hunter, FDC, Brisbane, Australia
Ph: + 61 (0)7 32172924 - Email: ShawnHunter@fdc.org.au - Website: <http://www.fdc.org.au>

For further information contact

- Mr Chris Piper, Director, TorqAid, PO Box 13, Torquay 3228, Australia.
Ph: 041 2497317 - Email: pipercm@iprimus.com.au - Website: <http://www.torqaid.com>

Bibliography/Follow-up Material

A bibliography of key background material will be included with the workshop. As background reading, participants are encouraged to read or access the following beforehand, most of this available on the web.

- AusAID, 2005, AusGuide – A Guide to Program Management – <http://www.ausaid.gov.au/ausguide/pdf/ausguideline3.3.pdf>
- AusAID Office of Development Effectiveness (ODE), Annual Review of Development Effectiveness (ARDE) Report 2007, <http://www.torqaid.com/images/stories/ARDEReport2007.pdf>
- Bornini-Feyereband, G et alia, 2007, Sharing Power: A Global Guide to Collaborative Management of Natural Resources, Earthscan, London, UK
- Introduction to Community Empowerment: http://www.wikieducator.org/Introduction_to_Community_Empowerment
- Malawi LifeGroups Rural Development Programme (RDP) Proposal <http://www.torqaid.com/images/stories/LifegroupsRuralDevProg2.pdf>
- MANGO, 2005, Practical Financial Management for NGO's – Getting the Basics Right, MANGO, Oxford, UK – www.mango.org.uk/training/courseoutlines.asp
- Piper, C.A.H., 2008, People, Projects & Participation article <http://www.torqaid.com/images/stories/PPP.pdf>

Refund Policy

- *If TorqAid/FDC cancels, or re-schedules workshop, it will refund 100% of fees*
- *If participants cancel:*
 - *TorqAid/FDC will refund 90% of fees if cancellation occurs 10 days or more before workshop commencement*
 - *TorqAid/FDC will refund 50% of fees if cancellation occurs within 5-10 days of workshop commencement*
 - *No refunds will be given if cancellation occurs within 5 days of workshop commencement*

Feedback from previous participants

"Highly recommended for community development practitioners"

Charles Vatu, AusAID Vanuatu, Brisbane PPM, Nov 2008

"Congratulations for a successful workshop. A sincere thank you for having me on the course. Excellent."

Ramon Bobier, SKM/BEAM Philippines, Melbourne PPM, Aug 2008

"Excellent and very beneficial. Theory and activities were realistic. Outstanding strategies. Variety of teaching tools were very effective." Litiana Kikau Temo, University of the South Pacific (USP), Fiji PPM, July 2008

APPENDIX A: DETAILS OF MODULES COVERED IN PPM WORKSHOP

Module 1: Introductory Remarks.

Workshop Objectives The Effective Community Development (CD) Worker. Spatial Dimensions. Understanding the Background Context. Communities. Collecting Information..

Module 2: Project Cycle Management (PCM)- 1

The Project Management Cycle (PMC). Planning Stage. The Project Design Document (PDD). Implementation Stage. Post-project Stage

Module 3: Setting of Objectives. Performance Indicators. Data Sources.

Setting of Objectives - Goal, Purpose/Intended Outcome, Outputs. Activities, Inputs and other related terminology. Performance Indicators. Data Sources. Monitoring and Evaluation (M&E). Upwards/ Downwards Accountability

Module 4: Participatory Learning and Action (PLA)

Historical Development of PLA. Relationship Building/Interaction with People. Diagramming/ Visualization. Ranking. Ten Seed Technique (TST) Exercise. PLA examples from the field

Modules 5/6: Ten Canoes Documentary & Discussion

DVD and follow-up discussion on Ten Canoes Documentary showing best practice in both flexible project management and cross-cultural sensitivity.

Module 7: Project Design Document (PDD)

PDD Exercise based on a community development project planned for implementation during the latter half of 2009.

Modules 8/9: The Logical Framework Approach (LFA)

General Comments. Stakeholder Identification & Analysis. Field Water Project Case Study. Stakeholder Identification/Analysis. Identification/Ranking of Challenges. Development of Problem/Situation Tree. Development of Idealized Solution Tree. Selection and Planning of Preferred Intervention(s).

Modules 10/11: LFA Group Work

LFA practical exercises

Module 12; Project Cycle Management (PCM) – 2

Key Planning Criteria & Cross-cutting Themes. Sustainability. Post-project Stage/Evaluation

Module 13: Risk Management & the LogFrame (LF) Matrix

General Comments/Definitions. Risk Identification/Ranking. Risk Matrix Diagram. Managing Risk/Risk Reduction. Project/Program Risk Management Strategy.

Module 14: The LogFrame (LF) Matrix

The LogFrame (LF) Matrix. LF Matrix Exercise

Module 15: Financial Management, Human Resource Management (HRM)& Administration

Principles Project/Program Financial Management Principles. Role of www.mango.org.uk. Human Resource Management. Role of www.peopleinaid.org. Administration.

Modules 16/17: Final Group Work

Final Group Work based on the material covered in the past 2.5 days

Module 18: Final Comments. Course Closure

Final Comments/Reflection. Workshop Evaluation. Follow-up Assignments. Completion Certificates. Course Closure.

SINGAPORE PARTICIPATORY PROJECT MANAGEMENT (PPM) WORKSHOP

24th - 26th MARCH 2009

Registration Details

Name _____

Organisation _____

Address _____

Postcode

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Phone Numbers _____

Fax _____

Email _____

Note any dietary or access needs _____

Course Details

I am interested in enrolling in (tick):

- The 3-day workshop only
(Singapore Dollars - SGD 1,250)
- The 3-day workshop plus follow-up assignments
(Singapore Dollars - SGD 1400)

**Please note that registrations should be received by
Friday 13th MARCH 2009**

Refund Policy See Page 4

Payment Details

Please note that payment should be made to
The Foundation for Development Cooperation (FDC)

(Tick Please)

Cheque/Money Order

Electronic Funds Transfer (EFT).
Please attach a copy of the EFT receipt

EFT Payment Details

For details of EFT payments please contact
Mr Shawn Hunter at FDC

Credit Card (for security reasons, please do not mail/email credit card
information – send via fax or phone).

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Card (please circle): Visa / MasterCard / Bankcard

Cardholder's Name: _____

Registration Form

(please complete all details)

Information about you and your needs will help us provide the best possible course. Please respond to the following questions.

• What do you hope to learn from the workshop?

• What are your expectations of the training?

• What knowledge and/or experience do you have about project management?

Workshop Enrolment

Please post/email/fax a copy of this Registration Form, together with your cheque/money order or request for electronic funds transfer to:

**Attn: Mr Shawn Hunter, FDC,
FDC House, 137 Melbourne St,
Brisbane, QLD 4101, Australia**

Tel: +61 (0)7 32172924

Fax: +61 (0)7 38460342

Email: ShawnHunter@fdc.org.au

**For further details of the workshop,
either contact;**

Mr Shawn Hunter, FDC

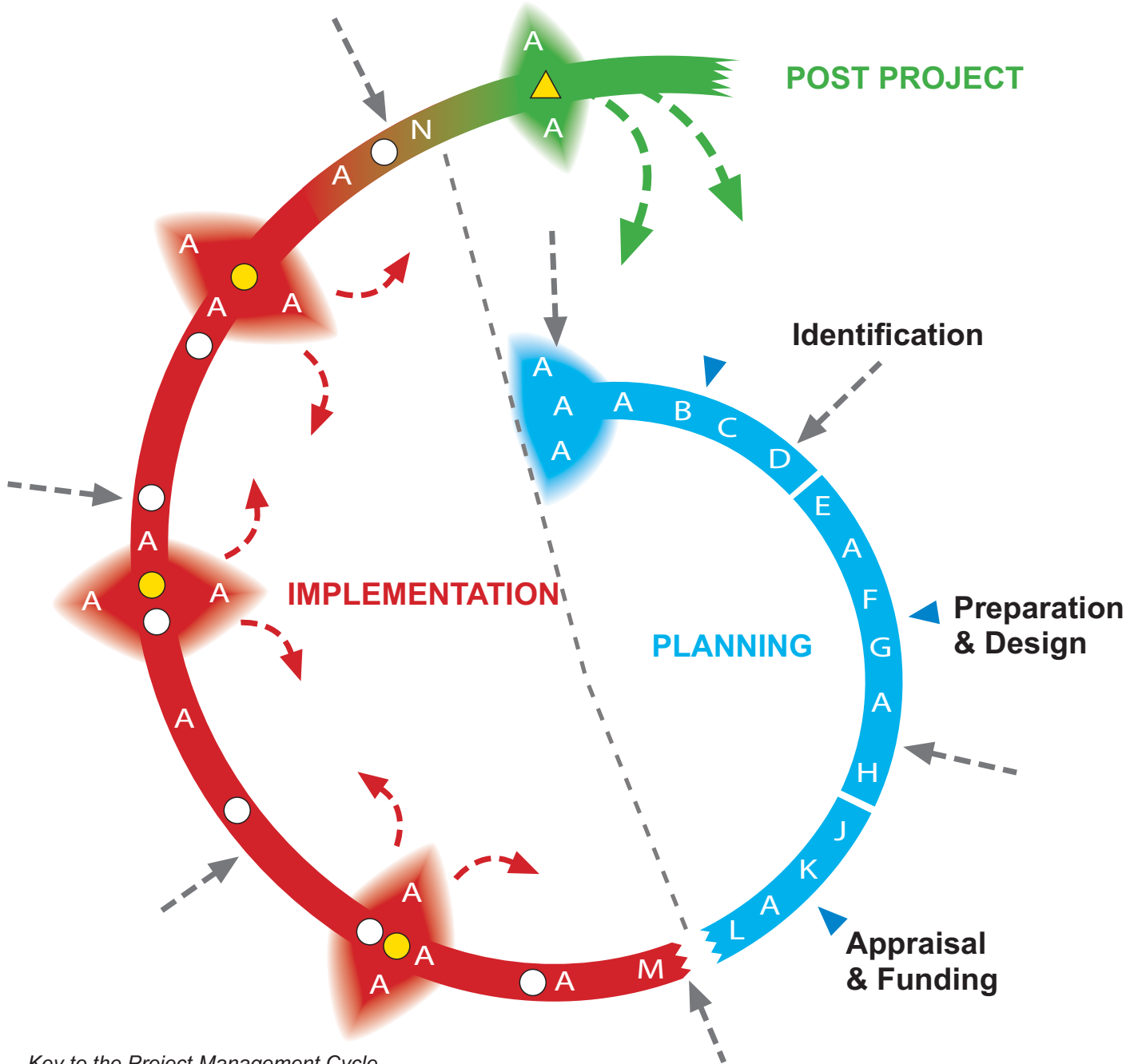
or

Mr Chris Piper, Director, TorqAid
PO Box 13, Torquay 3228, Australia

Tel + 61 (0) 41 2497317

Email: pipercm@iprimus.com.au

THE PROJECT MANAGEMENT CYCLE



Key to the Project Management Cycle

PLANNING STAGE

IDENTIFICATION

- A. Relationship Building/Community Interaction
- B. Identifying/Analysing Key Stakeholders
- C. (i) Needs Analysis. Problems & Potential
(ii) Collecting Baseline Data
(iii) Identifying possible Solutions
- D. Initial Documentation (inc. initial LF Matrix)

PREPARATION & DESIGN

- E. Assessment of Initial Documentation
- F. Feasibility Studies (if required)
- G. Modifying the Project Documentation
- H. Preparing a Project Design Document (PDD)

APPRAISAL & FUNDING

- J. Appraising the PDD
- K. Final Project Documentation (inc. PDD/LF Matrix, etc.)
- L. Preparing a Funding Proposal

IMPLEMENTATION STAGE

- Ongoing Monitoring, Reflection, Management & Administration
- M. Reviewing Project Documentation
- Regular Reports
- Reviews
- N. Final Project Reports
- Learning and Sharing Lessons

POST PROJECT STAGE

- Post Project Evaluation
- Learning and Sharing Lessons