

# Participatory Project Management (PPM) Workshop

## Brisbane, Queensland

2nd - 4th November 2010

- Are you involved in Community Development (CD) projects either in Australia or the Asian-Pacific region?
- Are you an NGO, Government, UN, Australian Management Contractor (AMC) Project Manager/Officer; consultant, student or returned volunteer who wants to improve your Project Management (PM) skills?

**If so, then this workshop may be for you!**

### The Workshop

Run at the Christie Conference Centre, 320 Adelaide St, Brisbane 4000, Queensland, Australia between the 2nd - 4th November 2010.

### Facilitator

Mr Chris Piper, Senior Training Coordinator, Foundation for Development Cooperation (FDC) - [www.fdc.org.au](http://www.fdc.org.au)

### 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 & Discounts<sup>1</sup>

AUS\$ 1,300 (exclusive of GST) for three day workshop only  
AUS\$ 1,500 (exclusive of GST) for workshop plus follow-up assignment.

### Further Information

Ms Sherry Chen, Administrative Officer, FDC, Brisbane, Australia  
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<sup>1</sup>. See p.4 of this brochure for more details



**FDC**

THE FOUNDATION FOR  
Development Cooperation

## **Purpose of Workshop/ Skills Taught/ Methodology**

The purpose of the PPM workshop is to develop practical project management skills for Community Development (CD) practitioners who are involved in initiatives throughout the Project Management Cycle (PMC).<sup>2</sup>

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

## **Who is this workshop for?**

This workshop is primarily designed for CD practitioners, who are likely to be working in either urban or outback Australia, or in the Pacific region. The following link provides a list of organisations which have previously participated in this training workshop.

- <http://www.fdc.org.au/files/training-events/PPMParticipantAgencies.doc>

These organisations (and separate individuals) include:

- NGO or Community Based Organisations
- UN organisations or international agencies
- Government departments or government-funded bodies
- Private companies involved in CD/PM work
- Individuals: eg Consultants; returned volunteers; university students



*The photo on the right shows participants from a PPM workshop held in Brisbane, 2010*

## **Comments from previous PPM participants**

*"Time spent doing the PPM course was well worth it. I have come away with a set of tools I can apply straight away to improve the way I work. I particularly appreciated the emphasis on valuing relationships. Every aspect of the course was borne out in application, so we weren't just talking theory, but also practice."*

Meredith Downey, Opportunity International, Sydney PPM, June 2010

*"I found the presentation and process both concise and practical. It has helped me focus on keeping PMC central, and how the various elements fit in – especially those relating to the LFA. Thanks, very helpful."*

Warren Ford, BHP Billiton Iron Ore, Perth PPM, Feb 2010

*"Chris has managed to condense a large body of knowledge into a succinct, relevant and practical short course. For CD workers, his willingness to listen, and his undogmatic approach, reflects a positive awareness of the diverse needs of practitioners."*

Giacomo Baranga, Kimberley Community Legal services, Perth PPM, Feb 2010

*"Theory to practice worked well; practical, interactive and transferable. Time well spent."*

Ty Newton, Dept of Planning & Community Development (DPCD), Torquay PPM, Dec 2009

*"This course has been excellent, and has inspired me even more to want to enter the aid/community development sphere of work."*

Catherine Derum, RMIT Postgraduate Student, Perth PPM, Feb 2009

<sup>2</sup> This includes the Planning, Implementation and Post-Project Stages

## Workshop Details

Date: Tuesday 2nd – Thursday 4th November 2010  
 Time: 9am – 5.00pm (registration on day 1 at 8.30 am)  
 Venue: Conference Centre, 320 Adelaide St, Brisbane 4000, Queensland.  
 Map Details: See <http://www.christieconference.com.au/brisbane.html>

## Workshop Itinerary

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

- Module 1: Introductory Remarks.
- Module 2: The Project Management Cycle (PMC). Overview and Planning Stage.
- Module 3: Objectives.
- Module 4: Performance Indicators. Data Sources.
- Module 5: Participation, Learning & Action (PLA) # 1.
- Module 6: DVD and discussion on Ten Canoes Documentary .
- Module 7: Day 1 Recall. The PMC. Implementation Stage.
- Module 8: Project Design Document (PDD) Exercise.
- Module 9: The Logical Framework Approach (LFA) – Stakeholder Identification/Analysis
- Module 10: PLA # 2.
- Module 11: LFA – Situation & Idealized Solution Trees.
- Module 12: LFA Group Work.
- Module 13: Day 2 Recall. PMC Post-project Stage .
- Module 14: Risk Management .
- Module 15: The LogFrame Matrix.
- Module 16: Practical PM, Financial Management, Human Resource Management & Facilitation Tips.
- Module 17: Final Group Exercise.
- Module 18: Final Comments. Course Closure.

Day/ Session	Morning Session 1	Morning Session 2	Morning Session 3	Afternoon Session 1	Afternoon Session 2	Afternoon Session 3	Evening
Tues 2nd Nov	Introduction/ Module 1	Module 2	Module 3	Module 4	Module 5	Module 6	
Wed 3rd Nov	Module 7	Module 8	Module 9	Module 10	Module 11	Module 12	Optional Social Evening
Thurs 4th Nov	Module 13	Module 14	Module 15	Module 16	Module 17	Module 18	

## **Workshop Facilitator/The Foundation for Development Cooperation (FDC)**

The facilitator for this workshop is FDC's Senior Training Coordinator, Mr Chris Piper. Chris is an experienced CD/PM practitioner, and a qualified teacher/educator, who has lived and worked extensively throughout the Asian-Pacific region.

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.

## **Course Bookings**

For details regarding registration, please log in to the following site.

- [http://www.regonline.com.au/participatory\\_project\\_management\\_workshop\\_882638](http://www.regonline.com.au/participatory_project_management_workshop_882638)

For any queries regarding this, please contact:

- Ms Sherry Chen, Administrative Officer, the Foundation for Development Cooperation (FDC), FDC House, 137 Melbourne Street, Brisbane, Queensland 4101, Australia.  
Ph: + 61 (0)7 32172924. Fax: + 61 (0)7 38460342. Email: [sherrychen@fdc.org.au](mailto:sherrychen@fdc.org.au)

## **Assignment**

The workshop plus assignment is an accredited course for otherwise eligible students studying postgraduate Development Studies courses at Deakin, RMIT and Murdoch Universities; or International Health at Curtin University. These students can also claim a 20% discount on workshop fees.

A copy of this assignment can be accessed through the following link:

<http://www.fdc.org.au/files/training-events/BrisbanePPMAssignment.pdf>

## **Discounts**

A 20% discount is offered to the following people for this workshop:

- Enrolled postgraduate students from the above-mentioned accredited courses
- ACFID – [www.acfid.asn.au](http://www.acfid.asn.au) - member agencies
- Australian not-for-profit and faith-based organisations
- Returned Australian agency (eg AVI/AYAD/VIDA/ABV) volunteers
- Organisations which wish to place 2 or more participants on the course

## **Bibliography/Follow-up Material**

*A bibliography of relevant PPM material can be accessed from the link below:*

[-http://www.fdc.org.au/files/training-events/PPMBibliographyMaster.doc](http://www.fdc.org.au/files/training-events/PPMBibliographyMaster.doc)

## **Refund Policy**

If FDC cancels, it will refund 100% of fees.

If participant cancellation occurs 10 days or more prior to the workshop, FDC will refund 90% of fees.

50% of fees will be refunded if a participant cancellation is received within 5-10 days of workshop.

No refunds will be given if a participant cancellation occurs within 5 days of workshop commencement.

## **SUMMARY OF THE MATERIAL COVERED IN THE PPM MODULES**

### ***Module 1: Introductory Remarks.***

Workshop Objectives. Community Development. Relationships/Respects/Avoiding Dependency. The Five Key Attributes (5KAs) of a Community Development (CD) Practitioner. Geography/Climate/Spatial Dimensions. Understanding the Background Context. Communities. Poverty & the Millennium Development Goals (MDGs). The Global Aid Program.

### ***Module 2: The Project Management Cycle (PMC) – Overview & Planning Stage.***

The Project Management Cycle (PMC). The Planning Stage. The Project Design Document (PDD).

### ***Module 3: Objectives.***

Setting of Objectives - Goal, Purpose, Outputs. Activities, Inputs and Outcomes.

### ***Module 4: Performance Indicators. Data Sources***

Performance Indicators. Data Sources. MDG Exercise

### ***Module 5: Participatory Learning and Action (PLA)# 1.***

Historical Development of PLA. PLA Techniques & Tools. Scoring & Ranking. The Ten Seed Technique (TST).

### ***Modules 6: DVD documentary on the making of the film 'Ten Canoes'.***

DVD on the cross-culturally sensitive, and flexible project management skills, required in the making of this internationally award-making film.

### ***Module 7: Day 1 Recall. PMC – Implementation Stage.***

Implementation Stage. Gantt Chart. Monitoring and Evaluation (M&E). 360 degree Accountability. Microsoft project and other alternative systems.

### ***Module 8: Project Design Document (PDD) Exercise.***

PDD exercise on a recent community-based project management scenario.

### ***Module 9: The Logical Framework Approach (LFA) – Stakeholder Identification/Analysis.***

General Comments. PMC, PLA & LFA Links. Stakeholder Identification & Analysis. Stakeholder Analysis example.

### ***Module 10: PLA # 2.***

Relationship Building/Interaction with People. Diagramming & Visualization. PLA examples. PLA Toolkit.

### ***Module 11: LFA – Dibandiba Situation & Idealized Solution Trees.***

LFA Case Study. Development of Situation & Idealized Solution Trees. Selection and Planning of Preferred Intervention(s).

### ***Module 12: LFA Practical Exercises.***

Brainstorming & Ranking exercise. Development of Situation Tree.

### ***Module 13: Day 2 Recall. PMC post-project Stage.***

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

### ***Module 14: Day 2 Recall. Risk Management.***

General Comments/Definitions. Risk Management Process. Risk Identification. Risk Analysis. Risk Evaluation. Risk Treatment. Risk Management Strategy. Security Risk Matrix Example.

### ***Module 15: The LogFrame (LF) Matrix.***

Link of LF Matrix to LFA. Variations on LF Matrices. The Gantt Chart. LF Matrix Exercise.

### ***Module 16: Practical PM, Financial Management, Human Resource Management (HRM) & Facilitation Tips.***

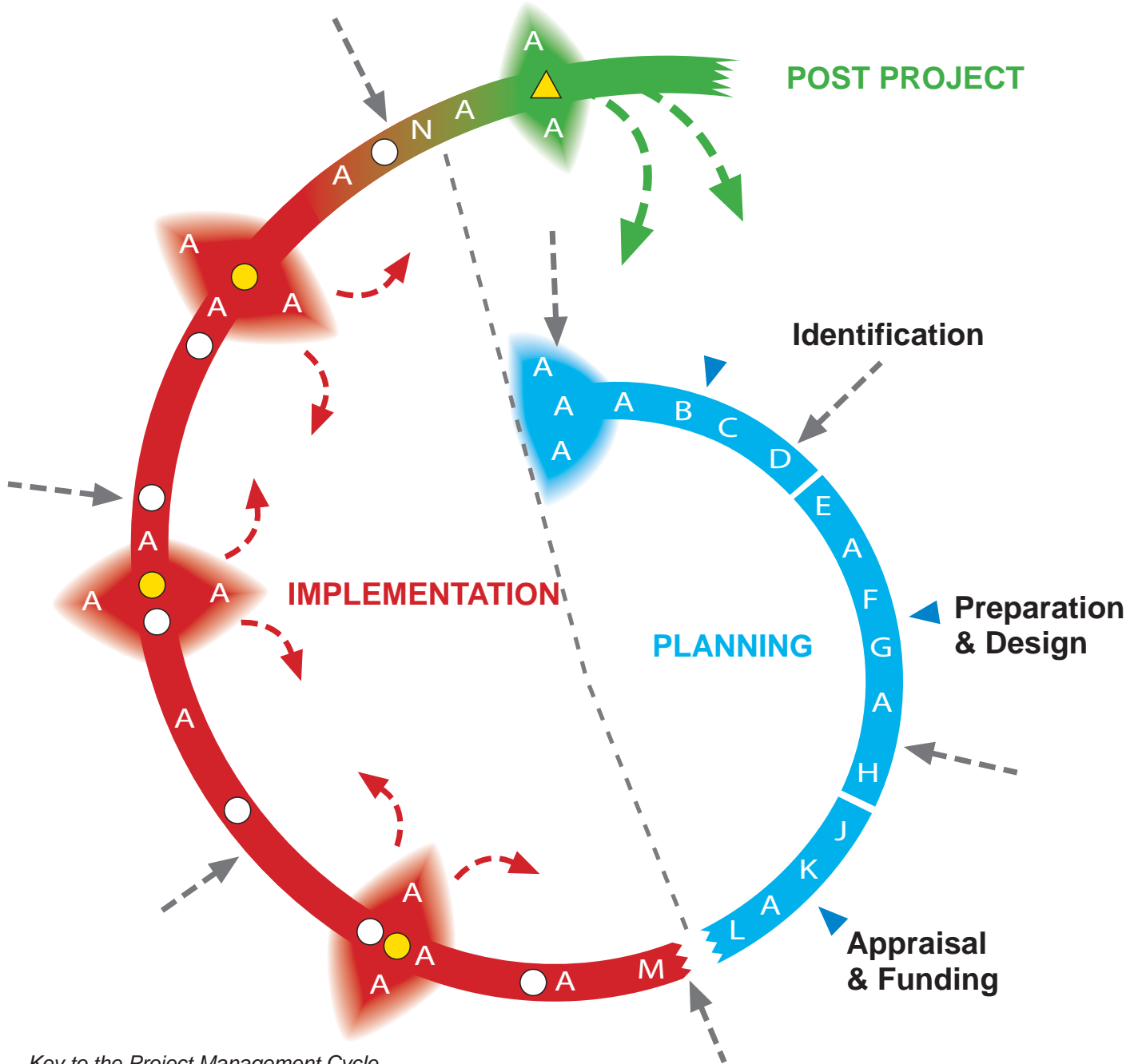
Action & Contact Sheets. The 5KAs. Mango – [www.mango.org.uk](http://www.mango.org.uk); People in Aid – [www.peopleinaid.org](http://www.peopleinaid.org) material; and Training of Trainers (ToT) material. Salvation Army Inner City DVD.

### ***Module 17: Final Group Exercise based on material covered in workshop.***

### ***Module 18: Final Comments. Course Closure.***

The Effective CD Practitioner's Toolkit.. Workshop Evaluation. Follow-up Assignments. Completion Certificates. Course Closure.

# 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. Strengths, 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

Field Visits