

# Participatory Project Management (PPM) Workshop, Suva, Fiji

23rd - 25th November 2010

- Are you involved in Community Development (CD) projects in the Pacific region?

- Are you a CD Practitioner, Consultant; Student or otherwise interested person who wants to improve your Project Management (PM) skills related to CD work?

**Then this workshop  
may be for you!**



## **The Workshop**

Run in Suva, Fiji at the Continuing Education Centre, Stantham Campus, University of the South Pacific (USP), Suva, Fiji between the 23rd – 25th November 2010

## **Facilitator**

Mr Chris Piper, Senior Training Coordinator, Foundation for Development Cooperation (FDC), supported by the FDC Pacific Regional team in Suva

## **Advanced Standing**

Eligible participants who complete the workshop, together with follow-up assignments, can apply for Advanced Standing/Accreditation in specialised post-graduate level programs as run by the Australian Deakin, Murdoch, RMIT, Curtin or Charles Sturt Universities. See page 4 for more details.

## **Costs and Discounts**

**USD 1,200** for three day workshop only <sup>1</sup>.

**USD 1,350** for workshop plus follow-up assignment

## **Further Information**

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<sup>1</sup>. See Pg 4. of this brochure for more details

## Purpose of Workshop

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 course for?

This workshop is primarily designed for CD practitioners, who are likely to be working in the Pacific region – ie in countries such as Fiji, Samoa, Vanuatu, Papua New Guinea (PNG) etc. 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
- Government departments or government-funded bodies
- UN organisations or international agencies
- Private Companies involved in CD/PM work
- Individuals: eg Consultants; returned volunteers; university students



*The Image on the right shows participants from a PPM Workshop held in Suva in July 2008*

## Feedback from previous participants

*"Thank you, I think I have acquired some very important PM tools, which will certainly enhance my work performance."* John Tenakanai, PNG University of Technology, Port Moresby PPM, March 2010.

*"I will definitely use the tools learnt in this workshop to further develop my project ideas."*  
Ruby Kenny, OXFAM PNG, Brisbane PPM, Sept 2009.

*"Highly recommended for community development practitioners."*  
Charles Vatu, AusAID Vanuatu, Brisbane PPM, Nov 2008.

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

*"Good crash course on project management, especially for technical people who become project managers."*  
Tasleem Hasan, SOPAC, Fiji PPM, July 2008.

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

## Workshop Details

Date: Tuesday 23rd - Thursday 25th November 2010  
 Time: 8.30am – 4.30pm (registration on day 1 at 8.00 am)  
 Venue: The Continuing Education Centre, Stantham Campus, University of the South Pacific (USP), Suva, Fiji

Accommodation: Accommodation costs are not covered in the fee structure outlined on p. 4. For accommodation options/advice in Suva for visitors, however, please feel free to contact the FDC Pacific Regional Office (see p.4).

## 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: LFA – Situation & Idealized Solution Trees
- Module 11: PLA #2
- 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 (HRM) & 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 23rd Nov	Introduction/ Module 1	Module 2	Module 3	Module 4	Module 5	Module 6	
Wed 24th Nov	Module 7	Module 8	Module 9	Module 10	Module 11	Module 12	Optional Social Evening
Thurs 25th 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.

- [https://www.regonline.com.au/participatory\\_project\\_management\\_workshop\\_fiji](https://www.regonline.com.au/participatory_project_management_workshop_fiji)

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)

Note that our Pacific Regional Office details are the following:

- Ms Luse Kinivuwai, Pacific FDC Regional Representative, 6 MacGregor Rd, Suva, Fiji.  
Ph; + 679 3100855. Email: [lusekinivuwai@fdc.org.au](mailto:lusekinivuwai@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:

- [www.fdc.org.au/files/training-events/Fiji\\_PPMAssignment.pdf](http://www.fdc.org.au/files/training-events/Fiji_PPMAssignment.pdf)

## **Discounts**

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

- The otherwise eligible postgraduate students studying the accredited courses at Deakin, RMIT, Murdoch, & Curtin Universities
- Members agencies of the Microfinance Pasifika Network – [www.microfinance-pasifika.org](http://www.microfinance-pasifika.org)
- Member agencies of the Energy for All Partnership – [www.energyforall.info](http://www.energyforall.info)
- People who work for Australian/NZ/national NGOs, Community Based Organizations (CBOs), or Faith-based Organizations (FBOs) in PNG and the Pacific region
- Organisations which wish to place 2+ people on this training course

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

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

- <http://www.torqaid.com/images/stories/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. PDD Exercise.***

Implementation Stage. 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.***

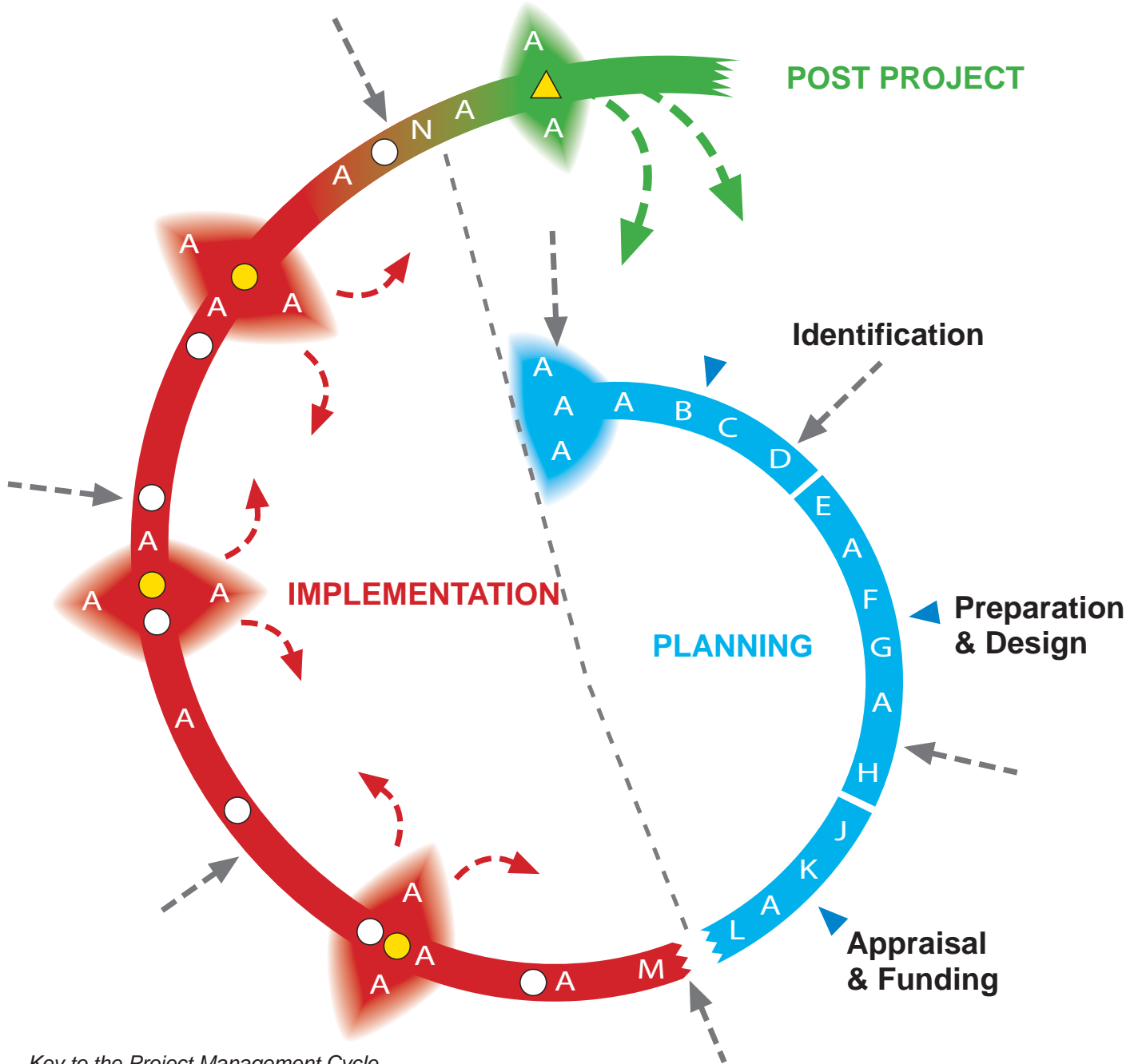
Action & Contact Sheets. The 5KAs. Mango – [www.mango.org.uk](http://www.mango.org.uk); People in Aid – [www.peopleinaid.org](http://www.peopleinaid.org) material; and Training of Trainers (ToT) material. Salvation Army Inner City DVD.

**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