

Participatory Project Management (PPM) Workshop

Melbourne, Victoria

10th – 12th August 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 CBM office (www.cbm.org.au) in Box Hill, Melbourne, Victoria, Australia between the 10th – 12th August 2010.

Facilitator

Mr Chris Piper, Senior Training Coordinator, Foundation for Development Cooperation (FDC) – 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 & Discounts¹

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
Phone: + 61 (0)7 32172924 - Email: sherrychen@fdc.org.au
Mr Chris Piper, FDC Senior Training Coordinator,
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¹. 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) .²

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

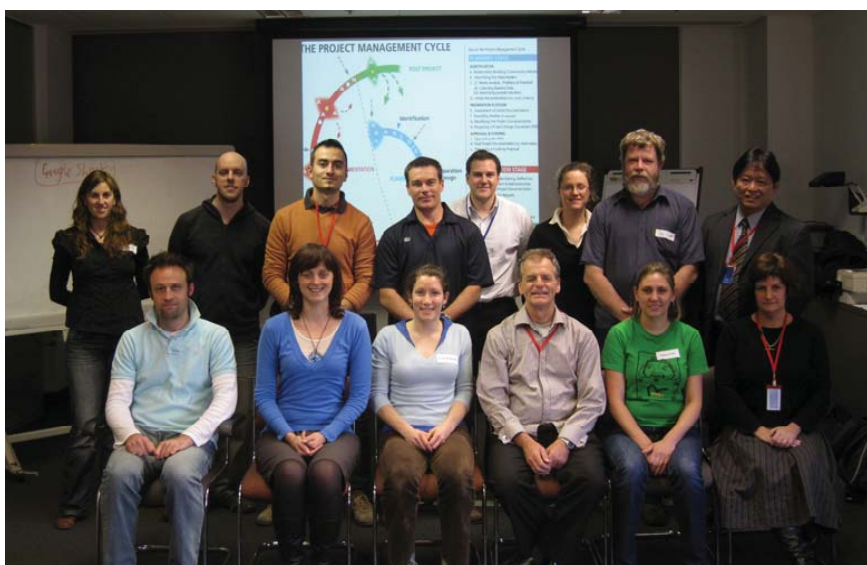
Who is this workshop for?

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 Melbourne, 2008

Comments from previous PPM participants

“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

“Am looking forward to getting back to work try out these new techniques and ideas”

Beth Innes, Australian Red Cross, 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

“I really enjoyed the course, and feel that I have gained valuable knowledge that I can use in my work. My purpose has been met, and I would definitely recommend this course to colleagues”

Susan McGowan, CBM, Melbourne PPM, Aug 2008

Workshop Details

Date: Tuesday 10th – Thursday 12th August 2010

Time: 9am – 5.00pm (registration on day 1 at 8.30 am)

Venue: CBM, 56 Rutland Rd, Box Hill, VIC 3128.

CBM Map Details: <http://www.truelocal.com.au/business/cbm-australia/box-hill>

CBM contact: Ms Emma Pearce, Capacity Development Officer, CBM-Nossal Institute Partnership for Disability Inclusive Development. Ph: + 61 3 88434517 - Email: epearce@cbm.org.au

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 & Human Resource Management 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 10th Aug	Introduction/ Module 1	Module 2	Module 3	Module 4	Module 5	Module 6	
Wed 11th Aug	Module 7	Module 8	Module 9	Module 10	Module 11	Module 12	Optional Informal Visit to the Rocks
Thurs 12th Aug	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_869532

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

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/MelbournePPMAssignment.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 - 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>

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. Monitoring and Evaluation (M&E). 360 degree Accountability.

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: LFA – Participatory Learning and Action (PLA)# 1

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 & Human Resource Management (HRM) tips.

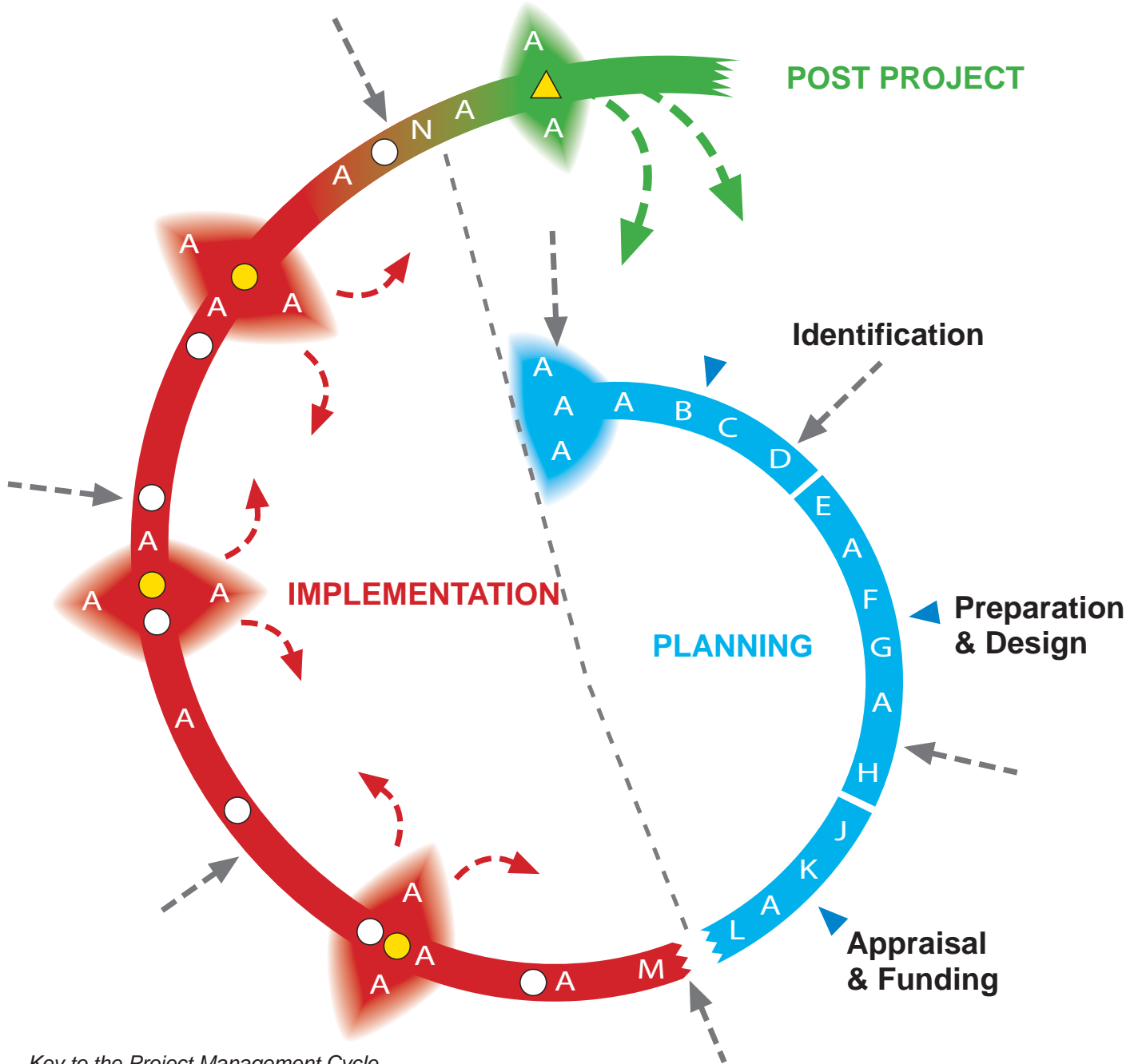
Action & Contact Sheets. The 5KAs. Leadership Principles. Salvation Army Inner City DVD .

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