

STAGE ONE: PROJECT MANAGEMENT CYCLE



Pre project initiation

- ▶ Identify what the initial idea or area of concern is.
- ▶ Clarify how relevant are the concerns – are they part of your organisation’s overall strategy.
- ▶ Who will work on the project and what their role will be.

Project planning and design

- ▶ Undertake a stakeholder analysis to find out who should participate, who has a mandate on the issue and could collaborate and who has an interest in the issue.
- ▶ Consult stakeholders on the key issues, what should be done and why.
- ▶ Set goals and objectives.
- ▶ Identify the assumptions that underpin the idea of the project – is it realistic and are the assumptions correct?
- ▶ Identify the risks that could influence the feasibility of the project – could the risks be managed?
- ▶ Make an informed decision about whether the project is really likely to be feasible.
- ▶ Map the planning steps.
- ▶ Identify what finances and resources would be needed, including making sure that the full costs of inclusion are budgeted.
- ▶ Who will govern the project and give approval for go ahead.

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Project review and evaluation

- ▶ Undertake a process of assessing the project, asking the following questions:
 - Was the quality of the project implementation high?
 - Did the project achieve or contribute to the higher level objectives?
If so, in what way and to what extent?
 - Did the project contribute to inclusion at individual, society or organisational levels?
 - Did the project contribute to changes in participation and empowerment of persons with disabilities?
 - What lessons have been learned from the experience of this project to inform future programs.
- ▶ Finalise the project, or if ongoing, build in sustaining strategies.