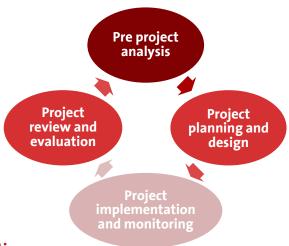# Handout 1
STAGE TWO: PROJECT MANAGEMENT CYCLE (ADVANCED TASKS)

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

   – Develop plans for
      • (1) implementation;
      • (2) monitoring/reflection

- • (3) review/evaluation with clear responsibilities of who is doing what and when (activity plan, time line and responsibilities).
- ‣ Identify what finances and resources would be needed, including making sure that the full costs of inclusion are budgeted
- ‣ Ensure responsibilities and duties are part of the job descriptions and work duties.
- ‣ Who will govern the project and give approval for go ahead

Project Implementation and Monitoring

- ‣ Begin the project
- ‣ Closely gather information to ensure it is going to plan as well as to identify unexpected issues:
    - – Monitor delivery, scope, costs, quality, risks and unexpected issues
- ‣ Reflect on the data gathered with the aim to improve the project:
    - – Was the quality of the activities implemented as expected?
    - – Were the designed and implemented activities addressing the identified needs/issues effectively?
    - – Did the activities achieve or contribute to the expected corresponding result(s)? If so,
        - • Did the activities 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 these activities to inform the next phase of the project?

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.