Handout 5
STAGE TWO: PRACTICAL WAYS OF BUILDING INCLUSIVE PROJECT CYCLE MANAGEMENT

Project Implementation and Monitoring

Implementation and monitoring steps	Approaches to consider to support inclusion
Employ staff, set up office and administrative procedures	Employ skilled local people with disabilities in the program Ensure office is fully accessible Responsibilities and duties are part of the job descriptions and work duties, ensuring impairment needs are met.
Begin rolling out activities Ensure there is information gathered on delivery, scope, costs, quality, risks and that unexpected issues are managed	Ensure activities are accessible and relevant to the priorities of stakeholders Carefully plan each step to ensure people with disabilities are participating actively Raise awareness within relevant groups and organisations Partner with relevant stakeholders Contribute to increasing capacity of staff in inclusive practice
Regular field visits to closely monitor and ensure it is going to plan	Monitor the involvement of people with disabilities and their representative organisations whether as participants, staff, decision makers or monitors. From time to time, look for information that will tell you whether the outcomes that were expected at the end of the project are starting to be seen for all people, including people with disabilities
Maintain relationship building and community interaction	Regularly consult with stakeholders to get advice on about how they see the project unfolding.

Implementation and monitoring steps	Approaches to consider to support inclusion
Development communication strategies	As well as communicating broadly to all people, use communication strategies designed for people with specific disabilities.
Ongoing reflection, learning and adaption by staff and management	Make deliberate efforts to include people with disabilities on boards and on staff so their opinion is heard during implementation.