

Participatory Project Management (PPM) Workshop, Brisbane

28th-30th October 2008



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The Workshop

Run at the Dinosaur Room, Queensland Museum, Corner of Melbourne and Grey Streets, Southbank, Brisbane, QLD 4101 from the 28th – 30th October 2008

Facilitator

Mr Chris Piper, TorqAid - www.torqaid.com - with assistance from the Foundation for Development Cooperation (FDC) - www.fdc.org.au

Advanced Standing

Participants who complete the workshop, together with follow-up assignments, are eligible to apply to be considered for Advanced Standing/Accreditation in graduate level development studies programs as run by RMIT, Deakin and Murdoch universities, and the international health course run by Curtin University .

Costs

AUS \$ 990 (includes GST) for three day workshop only
AUS \$ 1,150 (includes GST) for three day workshop plus follow-up assignments



- Are you involved in Community Development (CD) projects either in Australia or overseas ?

- Are you an NGO, Government or Australian/International Management Contractor (AMC/IMC) Project Officer/Manager who wants to improve your Project Management (PM) skills?

- Are you a development studies student or returned volunteer who wants to learn more about CD/PM?

Then this workshop may be for you!

Further Information

Mr Chris Piper, Director, TorqAid, Australia
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Email: pipercm@iprimus.com.au

Dr Vladimir Pacheco, FDC,
Brisbane, Australia
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Purpose of Workshop

The purpose of this workshop is to learn practical and participatory project management skills, which are used in community development (CD) projects either in Australia or overseas. The three main project management methodologies introduced are Project Cycle Management (PCM); Participatory Learning and Action (PLA), and the Logical Framework Approach (LFA), or Logframes for short.

Who is this course for?

This workshop is designed for those who plan, manage, or evaluate development projects in the Asia Pacific Region. In the past, participants have come from:

- NGOs -eg Australian Red Cross, CARE Australia, World Vision Australia, Fred Hollows Foundation
- Australian Management Companies - eg UniQuest Pty Ltd, GRM International Pty Ltd, JTA International
- Tertiary Institutions – eg QUT, Deakin Univ, Griffith Univ
- Government Departments – eg AusAID; Dept of Public Works, Queensland
- Other agencies - Pasmenco Century Mines, Cane Growers Association, Indigenous Land Council, Brisbane, International River Foundation (IRF)
- UN agencies - eg UNDP
- Individuals - Consultants, returned volunteers, students

Skills Taught/ Methodology

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.

TorqAid – www.torqaid.com

This PPM workshop is facilitated by Chris Piper, the TorqAid Director. A qualified teacher and adult educator, he has spent most of his working career in community development and the overseas aid field. In addition to his TorqAid work, he has also taught development studies at a major Australian University.

The Foundation for Development Cooperation (FDC) – www.fdc.org.au

The Foundation for Development Cooperation is an independent, not-for-profit international development organisation. 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.

Workshop Details

Date: Tuesday 28th –Thursday 30th October 2008
Time: 9am – 5.00pm (registration on day 1 at 8.30 am)
Venue: The Dinosaur Room, Queensland Museum, Corner of Melbourne and Grey Streets, Southbank, Brisbane, QLD 4101
Cost: For 3 day workshop \$990
 For 3 day workshop plus follow-up assignments \$1150
Contact: Dr Vladimir Pacheco, FDC, Brisbane, Australia
 Tel: + 61 (0)7 32172924 or Email: vladimirpacheco@fdc.org.au

Workshop Itinerary

The PPM is an intensive three day workshop covering the following modules:

- Module 1 : Introductory Remarks.
- Module 2 : Setting of Objectives. Performance Indicators. Data Sources
- Module 3 : Project Cycle Management (PMC)
- Module 4 : Participatory Learning & Action (PLA)
- Module 5 : DVD on Making of Ten Canoes Documentary
- Module 6 : Recall from Day 1. Project Design Document (PDD) Exercise
- Modules 7/8: The Logical Framework Approach (LFA)
- Modules 9/10 : LFA Group Work
- Module 11 : Risk Management
- Module 12 : The LogFrame (LF) Matrix .
- Module 13 : Human Resource Management (HRM), Psycho-social, Administration & Financial Management (FM) Issues
- Module 14 : Final Group Work
- Module 15 : Final Comments. Course Closure

Day/ Session	Morning Session 1 0900-1030 hrs	Morning Session 2 1100-1230 hrs	Afternoon Session 1 1330-1430 hrs	Afternoon Session 2 1445-1545 hrs	Afternoon Session 3 1600-1700 hrs	Evening session
Tues 28th Oct	Introductions Module 1	Module 2	Module 3	Module 4	Module 5	
Wed 29th Oct	Module 6	Module 7	Module 8	Module 9	Module 10	Social Evening
Thu 30th Oct	Module 11	Module 12	Module 13	Module 14	Module 15	

Follow-up Assignments/Advanced Standing

Participants who complete the workshop, together with follow-up assignments, are eligible to apply for consideration for advanced standing in a number of Australian universities (currently RMIT, Deakin, Murdoch and Curtin). For more details of these please contact Chris Piper on pipercm@iprimus.com.au or on + 61 (0)412 497 317.

Further Information

For course bookings contact:

- Dr Vladimir Pacheco, FDC, FDC House, 137 Melbourne St, South Brisbane, QLD 4101, Australia.
Tel: + 61 (0)7 32172924. Fax + 61 (0)7 38460342.
Email: vladimirpacheco@fdc.org.au

For further information contact

- Mr Chris Piper, Director, TorqAid, PO Box 13, Torquay 3228, Australia.
Tel: + 61 (0)41 2497317. Email: pipercm@iprimus.com.au

Bibliography/Follow-up Material

A bibliography of key background material will be included with the workshop. As background reading, participants are encouraged to read or access the following beforehand, most of this available on the web.

- AusAID, 2005, AusGuide – A Guide to Program Management – <http://www.ausaid.gov.au/ausguide/pdf/ausguideline3.3.pdf>
- AusAID, 2008, Annual Review of Development Effectiveness 2007, Office of Development Effectiveness (ODE), AusAID, Canberra – <http://www.ode.ausaid.gov.au>
- Davies, R. & J.Dart, 2005, Most Significant Change (MSC) Technique – <http://www.mande.co.uk/docs/MSCGuide.htm>
- Kumar, S., 2005, Methods for Community Participation: A Complete Guide for Practitioners, ITDG Publishing, London, UK
- MANGO, 2005, Practical Financial Management for NGO's – Getting the Basics Right, MANGO, Oxford, UK – www.mango.org.uk/training/courseoutlines.asp
- Weeks, W., L.Hoatson, J.Dixon, 2003, Community Practices in Australia, Pearson Education Australia, French's Forrest, NSW

Feedback from previous participants

"I was interested in how to make a career within the international development field, and found the workshop very useful in providing me ideas, and how I might become involved"

Stephanie May, Aboriginal Affairs Victoria, Department for Planning & Community Development, Melbourne PPM, Aug 2008

"These skills are transferable beyond development. I am an educator, and the key issues and strategies here are fundamental to change and project management in any industry"

Ben Harris, Melbourne PPM, Aug 2008

"I used the 10 seed technique in my research (in Sri Lanka) where it worked really well. The community loved it, and even some visually impaired (blind) people I had to interview could use it"

Robert Bekker, Practical Action, Brisbane PPM, Oct 2007

"Excellent facilitation, a must for any professional development practitioners"

Georgina Tait, Uniquet Pty Ltd, Brisbane PPM, Oct 2006

APPENDIX A: DETAILS OF MODULES COVERED IN PPM WORKSHOP

Module 1: Introductory Remarks.

Workshop Objectives The Effective Community Development (CD) Worker. Spatial Dimensions Communities. Context. Reality versus Rhetoric. Voices from the Field. Collecting Information. .

Module 2: Setting of Objectives. Performance Indicators. Data Sources.

Setting of Objectives - Goal, Purpose/Intended Outcome, Outputs. Activities, Inputs and other related terminology. Performance Indicators. Data Sources. Millennium Development Goals (MDGs)

Module 3: Project Cycle Management (PCM)

Planning Stage. Planning Criteria. Implementation Stage. Monitoring and Evaluation (M&E). Upwards/ Downwards Accountability. Sustainability. Post-project Stage.

Module 4: Participatory Learning and Action (PLA)

Historical Development of PLA. Relationship Building/Interaction with People. Diagramming/ Visualization. Ranking. Ten Seed Technique (TST). PLA Case Study from Laos

Module 5: Ten Canoes Documentary

DVD on Ten Canoes Documentary showing best practice in both project management and cross-cultural sensitivity.

Module 6: Project Design Document (PDD)

PDD Exercise based on a recent project in the Asia-Pacific region

Modules 7/8: The Logical Framework Approach (LFA)

General Comments. Stakeholder Identification & Analysis. Ethiopian Dibandiba Situation. Background Situation. Stakeholder Identification/Analysis. Identification/Ranking of Challenges. Development of Problem/Situation Tree. Development of Idealized Solution Tree. Selection and Planning of Preferred Intervention(s).

Modules 9/10: LFA Group Work

LFA exercises on current Community Development (CD) initiatives within Australia and overseas

Module 11: Risk Management

General Comments. Risk Identification/Ranking. Managing Risk. Risk Matrix Diagram. Risk Reduction. Risk Management Strategy. Security Risk Matrix (Kabul)

Module 12: The LogFrame (LF) Matrix

Link to LFA. General Comments. LF Matrix Variations. LF Matrix PPM Kabul Example. Dibandiba LF Matrix Exercise.

Module 13: Human Resource Management (HRM), Stress Management, & Financial Management (FM) Issues Human Resource Management. People in Aid. The Antares Foundation. Administration Points. MANGO Financial Health Check and Resources.

Module 14: Final Group Work

Final Group Work based on the material covered in the past 2.5 days

Module 15: Final Comments. Course Closure

Final Comments/Reflection. Workshop Evaluation. Follow-up Assignments. Completion Certificates. Course Closure.

BRISBANE PARTICIPATORY PROJECT MANAGEMENT (PPM) WORKSHOP

Brisbane, Australia

28th - 30th October 2008

Registration Details

Name

Organisation

Address

Postcode

Phone Numbers

Fax

Email

Note any dietary or access needs

Course Details

I am interested in enrolling in (tick):

- The 3-day workshop only
(AUS \$990)
- The 3-day workshop plus follow-up assignments
(AUS \$1150)

**Please note that registrations should be received by
Wednesday 22nd October 2008**

Enrolment Procedure

• Please post/email/fax a copy of this Registration Form, together with your International Cheque/International Money Order or request for electronic funds transfer to:

Attn: Dr Vladimir Pacheco, FDC, FDC House, 137 Melbourne St, Brisbane, QLD 4101, Australia

Tel: +61 (0)7 32172924 Fax: +61 (0)7 38460342

Email: vladimirpacheco@fdc.org.au

Payment Details

Please note that payment should be made in Australian Dollars to Foundation for Development Cooperation (FDC) by:

Telegraphic Transfer (TT) Please attach a copy of the TT receipt.

Electronic Funds Transfer (EFT).

For Banking details please contact Dr Vladimir Pacheco at FDC

Refund policy

- If TorqAid/FDC cancels, or re-schedules workshop, it will refund 100% of fees
- If participants cancel:
 - TorqAid/FDC will refund 90% of fees if cancellation occurs 10 days or more before workshop commencement
 - TorqAid/FDC will refund 50% of fees if cancellation occurs within 5-10 days of workshop commencement
 - No refunds will be given if cancellation occurs within 5 days of workshop commencement
 - All refunds are paid by cheque or direct deposit to nominated bank account

Registration Form

(please complete all details)

Information about you and your needs will help us provide the best possible course. Please respond to the following questions.

• What do you hope to learn from the workshop?

• What are your expectations of the training?

• What knowledge and/or experience do you have about project management?

Further Details:

For further details of the workshop, either contact **Dr Vladimir Pacheco, FDC** or

Mr Chris Piper, Director, TorqAid

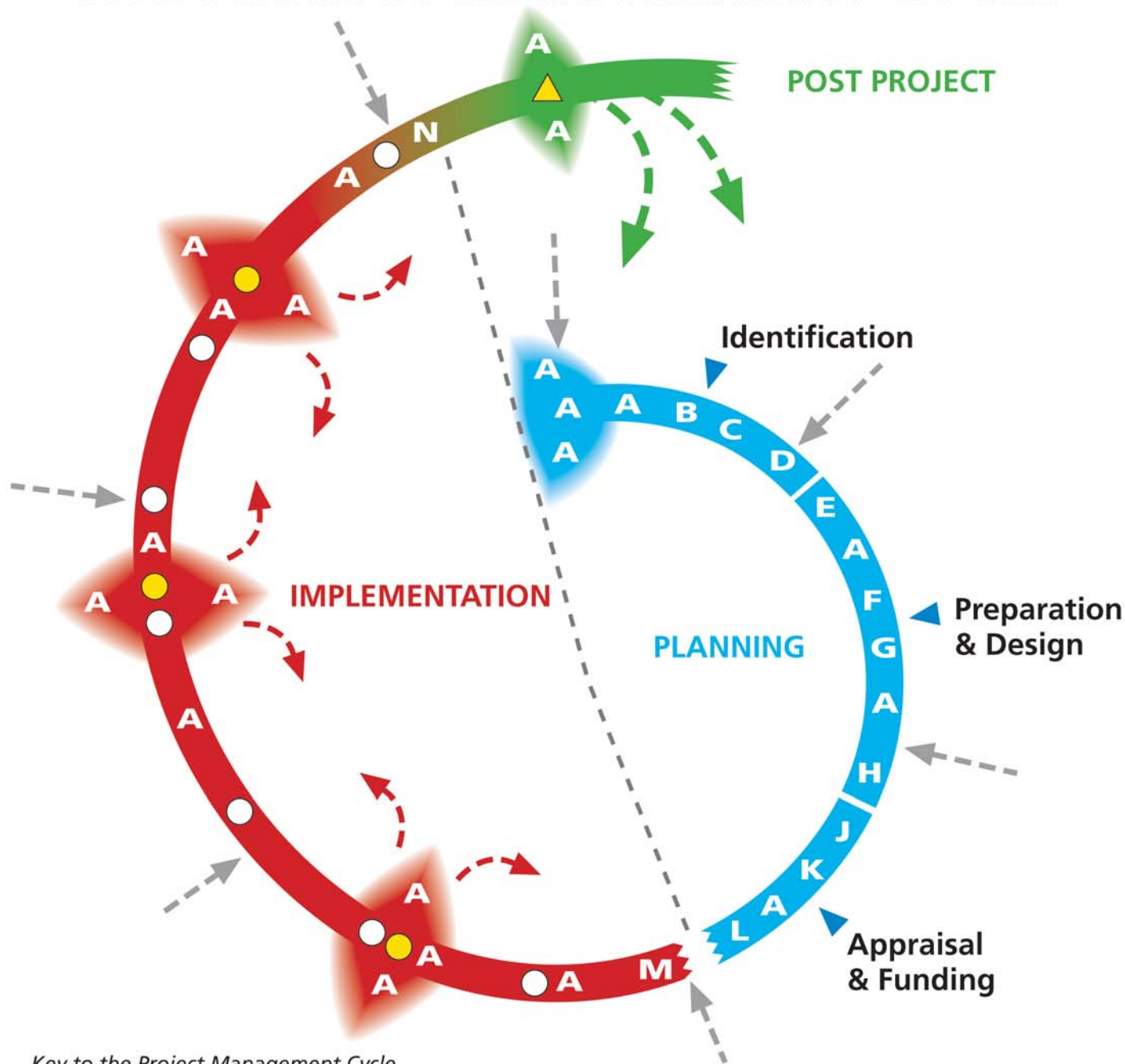
PO Box 13, Torquay 3228

Tel: + 61 (0)412 497 317

Email pipercm@iprimus.com.au



THE PROJECT MANAGEMENT CYCLE



Key to the Project Management Cycle

PLANNING STAGE

IDENTIFICATION

- A. Relationship Building/Community Interaction
- B. Identifying the Stake holders
- C. (i) Needs Analysis. 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