

## **STEAP WORKSHOP**

**HILTON HOTEL NAIROBI MARCH 26 – 27 / 09**

### **POLICY & PROJECT MANAGEMENT**

#### **1. POLICY IS A COURSE OF ACTION .**

- **INDIVIDUAL'S POLICY IN LIFE**
- **INSTITUTIONAL POLICY.**
- **STAFF POLICY**
- **MANAGEMENT POLICY**
- **NATIONAL POLICY**
- **INTERNATIONAL POLICY**
- **SCIENCE POLICY**

#### **2. PROGRAM**

- **PROGRAM BY SECTOR OR THEME**
- **PROJECTS**

#### **3. PROJECT**

**DERIVED FROM GREEK WORD TO PLAN / TO PROJECT WITH TIME. IN THE FUTURE . A TIME FRAME.**

#### **4. PROJECT IDEA / PROJECT IDENTIFICATION / PROJECT STUDY / FEASIBILITY.**

#### **5. PROJECT CYCLE**

##### **5.1 PROJECT OBJECTIVES**

- **ARE THE SPECIFIC RESULTS WE AIM AT OVER A TIME FRAME. MUST BE CLEARLY STATED.**
- **ARE MEASURABLE AND /OR OBSERVABLE .**

##### **5.2 PROJECT PLANNING / DESIGN /PREPARATION.**

### **5.3 PROJECT IMPLEMENTATION**

### **5.4 PROJECT MONITORING - VERIFIABLE INDICATORS ( PROGRESS REPORTS & MID TERM REVIEW).**

### **5.5 PROJECT EVALUATION /EXPECTED OUTPUT .**

## **6. PROJECT WRITE UP**

**MUST BE OF QUALITY . HOW?**

- **IF WE CAN MEASURE IT ,WE CAN EVALUATE & MANAGE IT USING OBJECTIVELY VERIFIABLE INDICATORS.**
- **INDICATORS MUST BE CONCRETE AND NOT ABSTRACT.**
- **MUST DEMONSTRATE WITH EVIDENCE THE LEVEL OF ACHIEVEMENT.**
- **HOW MUCH ( QUANTITY)**
- **HOW WELL ( QUALITY)**
- **BY WHEN ( TIME FRAME).**
- **NEED TO DEVELOP MEANS OF VERIFICATION.**
- **HYPOTHESIS & ASSUMPTIONS .**

**A PREDICTION ABOUT A CAUSE AND EFFECT**

**RELATIONSHIP THAT INVOLVES UNCERTAINTY &**

**ASSUMPTIONS.**

- **IDENTIFY KEY IMPORTANT ASSUMPTIONS / ANALYZE THEIR IMPORTANCE & PROBABILITY & DECIDE HOW TO MANAGE THEM.**
- **ASSUMPTIONS / IDENTIFICATION OF RISKS ALLOW BETTER COMMUNICATION & IDENTIFIES WHAT IS BEYOND CONTROL.**

- **SENSITIVITY ANALYSIS / EXTERNALITIES.**
  - **ENVIRONMENTAL INDICATORS**
  - **SOCIAL INDICATORS.**
  - **GENDER ANALYSIS.**
  - **PROJECT PERSONNEL – REALISTIC TIME FRAME & ADEQUATE STAFF RESOURCES & TRAINING**
  - **INSTITUTIONAL RESOURCES . STRUCTURE MUST BE IN PLACE .**
  - **FINANCIAL RESOURCES & BUDGET BREAK DOWN. CLEAR IDENTIFICATION OF REQUIREMENTS.**
  - **INVOLVEMENT OF BENEFICIARIES & STAKEHOLDERS IN THE PROJECT DESIGN .**
- 7. PERFORMANCE AUDIT AND POST EVALUATION. / MEETING TARGETS OR FAILING / LESSONS LEARNT.**

**PROF . Seewant Bhoojedhur**

**March 26 / 09.**