



# Support **Youth** Leaders

# Project Development & Proposal Writing



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## WHAT IS PROJECT MANAGEMENT?

ما هي إدارة المشروعات؟



## إدارة المشروعات Management Project

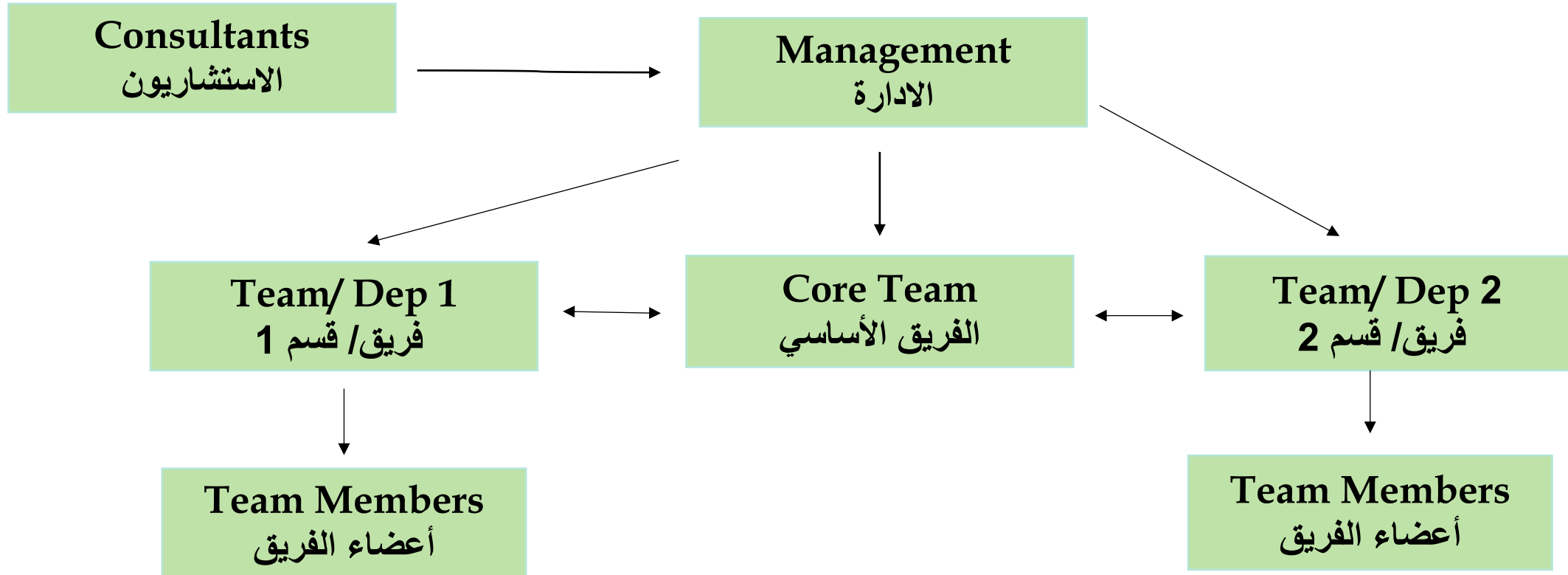
Project management is the process of leading the work of a team to achieve all project goals within the given constraints. [...] The primary constraints are scope, time, and budget.

إدارة المشروع هي عملية قيادة عمل الفريق لتحقيق جميع أهداف المشروع تشمل القيود الأساسية في مجال العمل والوقت ضمن عدد من القيود المحددة والميزانية.





# فريق العمل Members Team





## Project Management Key Elements

### المكونات الرئيسية لإدارة المشروعات

Scope: What is the outcome or goal of the project

نتائج وأهداف المشروع في مجال العمل

Time: The duration of the project

الوقت المحدد للعمل

Cost: The budget allocated for the project

التكلفة: مقدار الميزانية المخصصة للمشروع

Quality: The standard of the outcome of the project

الجودة: معايير جودة نتائج المشروع

Human Resources: The team implementing the project

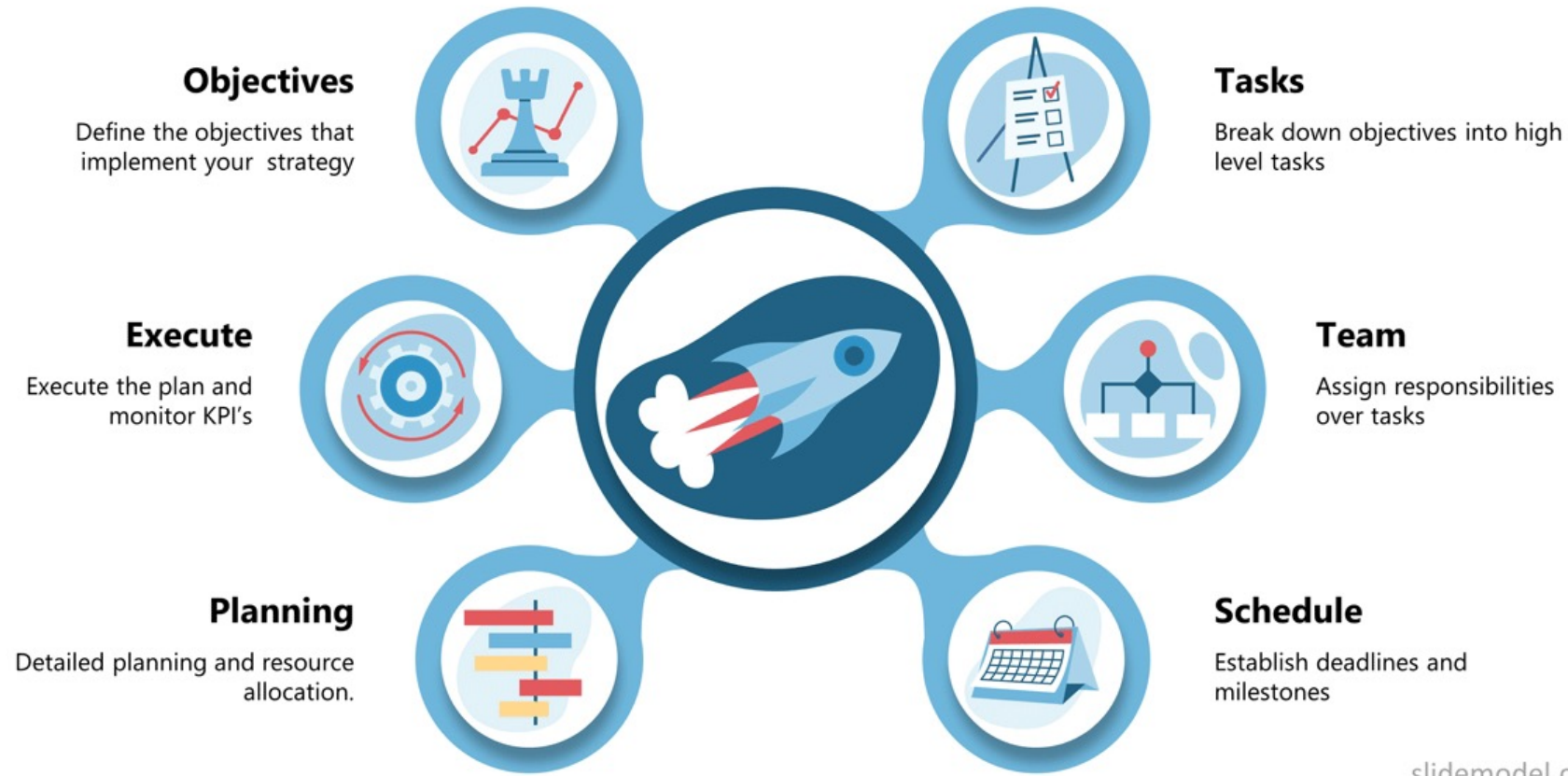
الموارد البشرية: فريق العمل

# كيف تصمم الخطة الزمنية لمشروعك



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## HOW TO WRITE AN ACTION PLAN



slidemodel.com





# Business Action Plan

## GOAL

Write your goal statement here

Action Description	Party / Dept Responsible	Date to Begin	Date Due	Resources Required (Staff, tech, etc..)	Hazard Forecast	Outcome



<b>S</b>	<b>Specific</b> Clearly State your Goal
<b>M</b>	<b>Measurable</b> Ensure you can Measure Success
<b>A</b>	<b>Attainable</b> Set Goals you know you can Achieve
<b>R</b>	<b>Relevant</b> Set Goals Relevant to your Career or Education
<b>T</b>	<b>Time-Based</b> Set a Deadline for Completion

# Managing Cost

## Budget Key Elements

### Objectives to Activities

- List Your Activities and sub-activities

### People

- List your team members and their capacities.
- Divide them between the core team and technical activities.
- Decide the needed consultancies and partnerships.

### Time

- Reflect time plan for project activities.
- Reflect time plan on salaries.

### Donor Restrictions

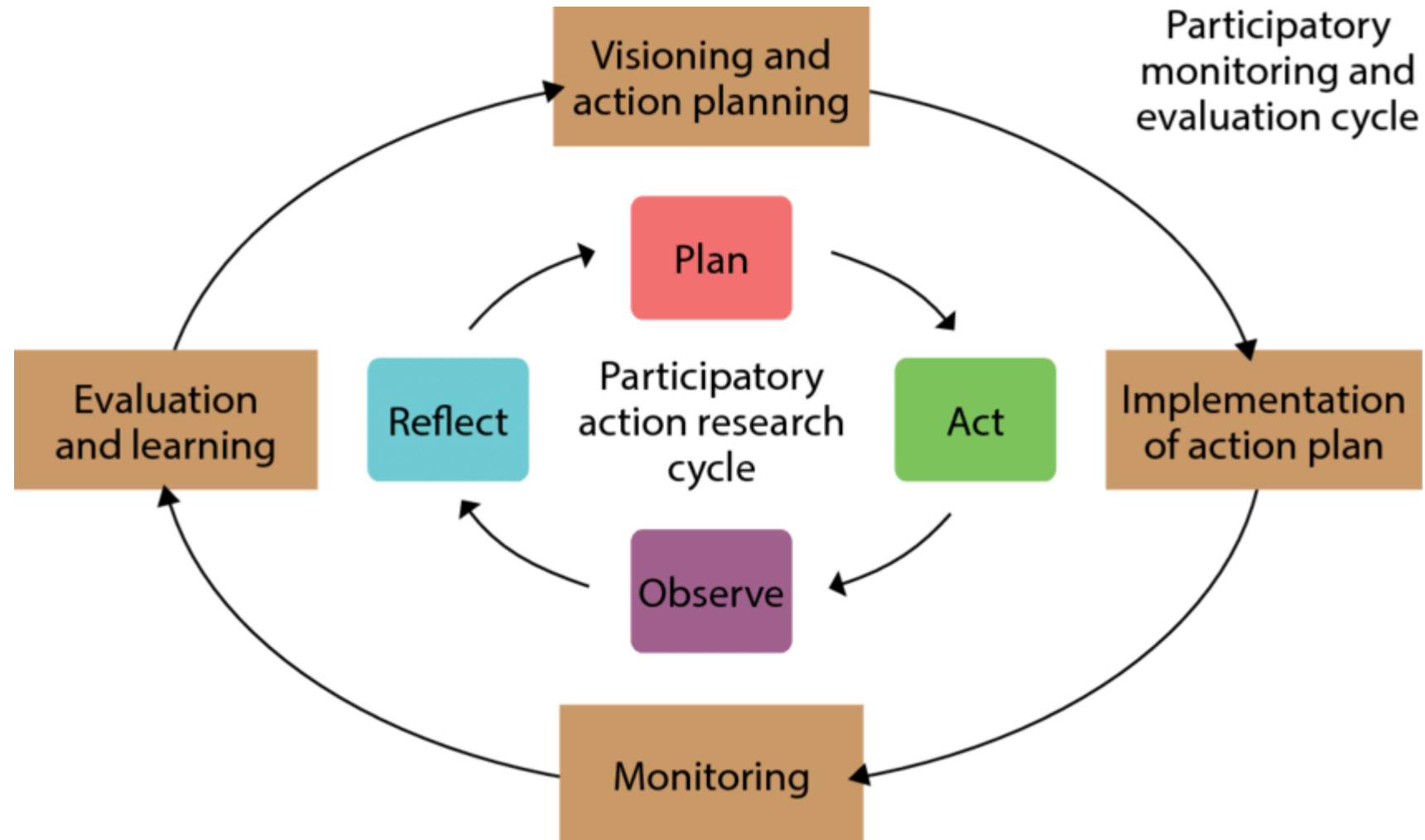
- Templates
- Categorization
- Weight Percentage

# Monitoring & Evaluation



*MEAL >> MONITORING - EVALUATION - ASK - LEARNING*

**Monitoring and evaluation: A combination of data collection and analysis (monitoring) and assessing to what extent a program or intervention has, or has not, met its objectives (evaluation).**



# Monitoring



## Types of Monitoring:

Process Monitoring  
Compliance Monitoring  
Context Monitoring  
Beneficiary Monitoring  
Financial Monitoring  
Organizational Monitoring  
Results Monitoring

# Evaluation

The main types of evaluation are process, impact, outcome, and summative evaluation.

## Process Evaluation

Process evaluation is used to “measure the activities of the program, program quality and whom it is reaching. We can ask these questions:

- Has the project reached the target group?
- Are all project activities reaching all parts of the target group?
- Are participants and other key stakeholders satisfied with all aspects of the project?
- Are all activities being implemented as intended? If not, why?
- What if any, changes have been made to intended activities?
- Are all materials, information, and presentations suitable for the target audience?

## Impact Evaluation

Impact evaluation is used to measure the immediate effect of the program and is aligned with the objectives of the program.

### Questions:

- How well has the project achieved its objectives (and sub-objectives)?
- How well have the desired short-term changes been achieved?

## Outcome Evaluation

Outcome evaluation is concerned with the program's long-term effects and is generally used to measure the program's goal.

### Questions:

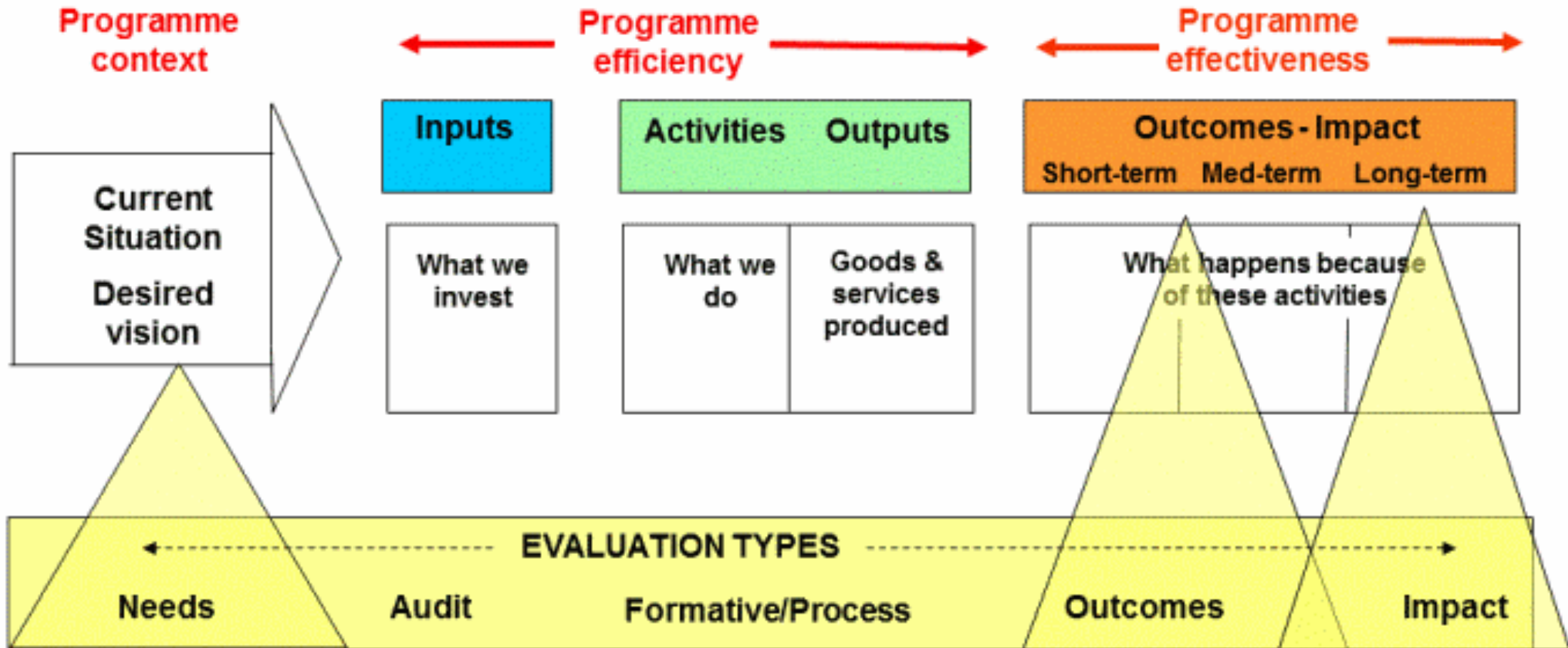
- Has the overall program goal been achieved?
- What factors outside the program have contributed to or hindered the desired change?
- What, if any, unintended change has occurred as a result of the program?



## Summative Evaluation

At the completion of the program, it may also be valuable to conduct the summative evaluation. This considers the entire program cycle and assists in decisions such as:

- Do you continue the program?
- If so, do you continue it in its entirety?
- Is it possible to implement the program in other settings?
- How sustainable is the program?
- What elements could have helped or hindered the program?
- What recommendations have evolved out of the program?



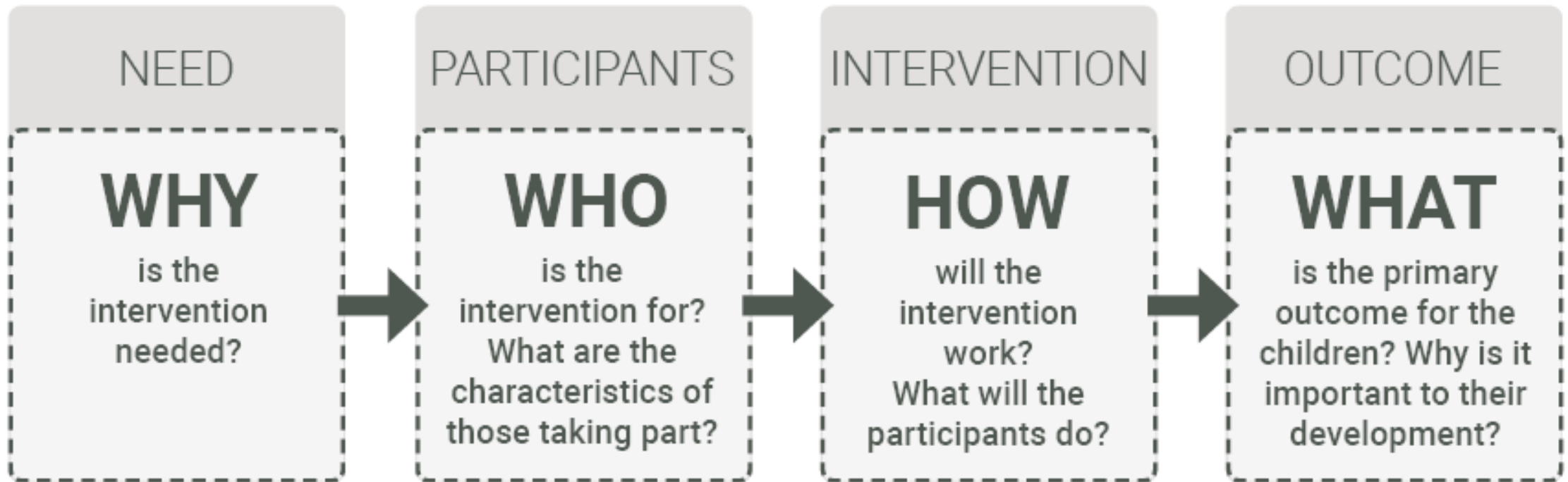


Activity	Output ↓ Outcome	Indicator (what we are measuring)	How we will collect data	When we will collect data	Who will collect data
To run basic literacy classes	(Output) Targeted literacy classes ↓ (Outcome) Improved literacy skills	Four intensive one-month courses  Number of individuals passing IELTS (English language qualification)	Pre and post Quizzes or tests  Short follow-up interviews (face to face, skype, telephone, snapchat, whatsapp)	Start and end of courses  One year after the initial training	Individual tutors  Project coordinator

## Theory of Change

The theory of Change is essentially a comprehensive description and illustration of how and why the desired change is expected to happen in a particular context.

The five components of a Theory of Change are: Inputs, Activities, Outputs, Outcomes, and Impact. The theory of change needs to be aligned with your initiative, project, or program and stated mission.



*Share your thoughts & Ideas.*

# Workshop about Project Management, Proposal Writing, Monitoring & Evaluation

*Thank you*