PROJECT CYCLE MANAGEMENT WORKSHOP

FOR NON-PROFITS

Lecture Hall-I, India International Centre, Annexe, New Delhi, 6-8TH November 2012

Day 1 : Tuesday, 6th November 2012

Registrations	:	9:30AM - 9:55 AM
Inaugural Session	:	**10:00Am to 11:00 AM**

Tea & fellowships: 11:00 - 11:30 AM

Technical Session I : PROJECT IDENTIFICATION & PLANNING
(11:30AM - 01:00PM)

Vijay K Sardana

Vijay Sardana a development professional with more than 40 yrs of managerial experience in key positions with several agencies like Plan Intl, AKF India, SPWD, etc. In this presentation he will cover

- Evolving of a Project Idea
- Relating a project with NGO's Vision & Mission
- Project Scoping

Risk Assessment - Organization's competence (actual / potential) to implement the proposed project (Project's internal environment: people; capacity building environment; Project's external environment: regulations and government / donor policies; standards; practices; local availability of skilled human resources)

LUNCH : 1:00 - 2:00 PM

Technical Session II : PROJECT CYCLE MANAGEMENT
(Learn PCM through a new approach of Appreciative Inquiry)
(2:00 – 3:30 PM)

Dr Neena Verma

Appreciative Inquiry as a strengths-based methodology for Organizational Change & Development enables inclusive and generative ways of bringing all stakeholders on the same page. It seeks to uncover the positive core by asking questions about what a system / team / project is doing right and getting people to discuss about how to further amplify such positive core and aim for "the better & the bigger". More specifically, it helps –

- Include & align all the system agents (team members) into a shared agenda
- Amplify the existing good; foster futuristic & possibility thinking; reframe problems into possibilities
- Emphasize and enable collective strengths & talent
- Create a climate of collective accomplishment.

Tea: 3:30 - 3:45 AM

Technical Session III : PROPSAL WRITING
(3:45 – 5:00 PM)

Vijay Sardana

Often many professionals are called upon to write proposals for grant. Proposal Writing is a skill which is most sought after, as apart from the skill of language, the proposal-writer needs to be aware of the aspects that grantors are looking for. This session will help you understand these intricacies. The session will help in providing a roadmap for writing an integrated proposal.

Day 2 : Wednesday, 7th November 2011

Technical Session III : LOG FRAMEWORK ANALYSIS
(9:30 AM - 11:30 AM)

Dr Mihir Maitra

Every professional associated with the social development sector must be well-versed with Logical Framework Approach. Dr Mitra brings with him rich practical experience of working on several projects for bilateral and other agencies. He will take the participants into the intricacies of Log Frame, including definition, Results framework, measurement indicators and the underlying assumptions about the same.

TEA : 11:30 - 11:45

Technical Session IV : PROJECT BUDGETING & MANAGEMENT
(11:45AM - 1:30 PM)

Subhash Mittal, FCA

- Financial Risks and mitigating measures
- Processes of Cost Estimations
- Budget Monitoring mechanisms
- Management of Administrative Costs vis-a-vis Programme Costs
- Cash-Flow Planning and its importance

LUNCH : 1:30 - 2:15

Technical Session V : LEGAL & STATUTORY REQUIRMENTS
(2:15PM - 3:30 PM)

Deepak Bansal, FCA

The session will help a Project Manager understand legal requirements that it needs to be aware of while undertaking Project Implementation. It will cover
- Applicability of Provident Fund & ESI to NGO sector and critical compliance issues
- TDS requirements
- Broad FCRA requirements
- Filing requirements of a Trust & Society

TEA : 3:30 - 3:45 PM

Technical Session VI : PROJECT APPRAISAL
(3:45PM - 5:00 PM)

Vijay Sardana & Subhash Mittal, FCA

This session will cover Feasibility of a project and would cover various aspects of Project appraisal such as socio-economic, technical, financial, governance and administrative. The session would be based on faculty's personal experience in handling various projects both for NGOs and Govt. agencies.

Day 3 : Thursday, 8th November 2011

Technical Session VII : PROJECT IMPLEMENTATION
(9:30 AM - 11:30 AM)

Ved Arya, SRIJAN

This session will cover different aspects of Project Implementation including
- **Planning** covering the entire process upto deliverables / Outputs
- **Project Approaches**
- Project Activities & **Scheduling** including sub-activities
- Activity Planning to the level of **individual team members**
- Allocation of Resources, including Human, financial & others
- Dependence on other stakeholders
- Periodic team review,
- **Contingency Plan**

TEA : 11:30 - 11:45 AM

Technical Session VIII : RESOURCE MOBILISATION
(11:45 AM - 1:15 PM)

Vijay Sardana

Vijay Sardanw with long exposure of resource mobilization, would go through different avenues for resource mobilization. He will provide tips on some innovative ways of raising resources. He has been a long advocate of raising resources through Sponsorships and would suggest practical ways what it takes to set-up a successful Sponsorship Unit within an organisation.

LUNCH : 1:15- 2:00

Technical Session VIII : MONITORING & EVALUATION
(2:00 PM - 4:45 PM)

Dr BR Patil

Dr BR Patil, who has been an M&E consultant for USAID, would provide his insights into the intricacies of M&E processes. He will walk through with participants, various stages of M&E offering from his rich experience solutions to participants specific problems on how to tackle specific problems that projects face on day to day basis.

Dr Neena Verma

Dr Neena Verma, a pioneer in development of 'Appreciative Inquiry' would offer a different approach for M&E, since she feels, 'Evaluation' by its sheer nature, is an anxiety creating human process. Considering it is not easy to make people understand the importance of evaluation, let alone participate in such a process with transparency and involvement; she proposes a generative approach, called 'A-Valuation' ('Appreciative Evaluation') Unlike typical gap-analysis approaches, this process helps dissolve resistance and makes people come forward to participate willingly and creatively in the process of evaluation.

Valedictory Session :   4:45 PM - 5:30 PM