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Course Work: Three

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RE: DIPLOMA IN PROJECT PLANNING AND MANAGEMENT.

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**Project Management Module 2 Assignments**

1. **Write a two to three page essay to explain how project identification, project design and project planning is conducted in your organization?**

In our environment before project manager can start planning, he/she should conduct ground work, be doing certain ground work, he /she will identify who are the project stakeholders, beneficiaries, what beneficiaries expecting from the project, level of human resource, finance and duration of the project

The project management should also think of dividing the project into phase, this makes it possible to lead it in the best possible direction. Through this organisation into phases, the total work load of a project is divided into smaller components, thus making it easier to monitor. The below describes a six phasing model that has been useful in practice.

1. [**Initiation phase**](https://www.projectmanagement-training.net/initiation-phase/)
2. [**Definition phase**](https://www.projectmanagement-training.net/definition-phase/)
3. [**Design phase**](https://www.projectmanagement-training.net/design-phase/)
4. [**Development phase**](https://www.projectmanagement-training.net/development-phase/)
5. [**Implementation phase**](https://www.projectmanagement-training.net/implementation-phase/)
6. [**Follow-up phase**](https://www.projectmanagement-training.net/follow-up-phase/)

[**Initiation-Ground work**](https://www.projectmanagement-training.net/initiation-phase/)**- Setting goal**

The initiation phase is the beginning of the project. In this phase, the idea for the project is explored and elaborated. The goal of this phase is to examine the feasibility of the project. In addition, decisions are made concerning who is to carry out the project, some individual will be identified to writes a proposal, which contains a description of the above-mentioned matters. Examples of this type of project proposal include plans and grant applications. The prospective sponsors of the project evaluate the proposal and, upon approval, provide the necessary financing. Project need to be funded before carrying an activies.

[**Definition phase**](https://www.projectmanagement-training.net/definition-phase/) **–identifying expectations**

After the project plan (which was developed in the initiation phase) has been approved, the project enters the second phase: the definition phase. In this phase, the requirements that are associated with a project result are specified as clearly as possible. This involves identifying the expectations that leads to the project result. There will be alot of discussion, brain storming and also personnel interest,after brain storming all the project members should be in agreement about the desired outcome.

It is important to identify the requirements as early in the process as possible. Wijnen (2004) distinguishes several categories of project requirements that can serve as a memory aid:

* **Preconditions**- the context by which the project must be conducted
* **Functional requirements**- Structures, rolls and resonsibilities
* **Operational requirements**- Human resources, finance, logistics
* **Design limitations**- Stick to the plan if there is changes must be discussed

[**Design phase**](https://www.projectmanagement-training.net/design-phase/) **-** Is an early phase of the project where a project’s key features, structure, criteria for success, and major deliverables are all planned out. You can develop one or more designs which can be used to achieve the desired project goals. This is where an outline of the project is created, including, the organizations structure, project descriptions, Goals, objectives, time frame or duration of the project, deliveries, product, success criteria monitoring and evaluation / follow up of the project for sustainability.

Once the project the project designed is completed, it cannot be changed in a later stage of the project.

[**Development phase**](https://www.projectmanagement-training.net/development-phase/)

During the development phase, everything that will be needed to implement the project is arranged. Potential suppliers or subcontractors are brought in, a schedule is made, materials and tools are ordered, instructions are given to the personnel and so forth. When the development phase is completed,the implementation is ready to start. All matters must be clear for the parties that will carry out the implementation.

[**Implementation phase**](https://www.projectmanagement-training.net/implementation-phase/)

In the implemetation phase,this is where the activities are acted on, resources are put in to use, actual project result is seen based on the work plan. It is during this phase that the project becomes visible to outsiders, to whom it may appear that the project has just begun. The implementation phase is the doing phase, and it is important to maintain the momentum.

This is where the project will be evaluated against the work plan. This is mostly carried by project officers, head of department, a professional external evaluator can also be hire to vist the project site and give the report about the direction the project is moving or may determined whether the activites carried has been made according to the agreement, or whether the supplies deliver were indeed those that had been specified in the definition phase. This phase is complete when all of the requirements have been met and when the result corresponds to the design. The result is evaluated according to the list of requirements that was created in the definition phase.

As a rule, the requirements cannot be changed after the end of the definition phase. Should any changes thought neccessary, the project leader should ensure that the changes are discussed with those involve as soon as possible. It is also important that the changes that have been chosen are well documented, in order to prevent later misunderstandings.

[**Follow up phase**](https://www.projectmanagement-training.net/follow-up-phase/)

Follow up is important to know if the project is being sustained by owners even if the funding ended. Example, we drill a lot of borehole in the communty and water committee formed. It s good to visit those project site to see if the project is sustaining it self, if not then that project need to be review and community are to be supported since they need clean water.

Example of activities in the follow-up include,indentifying what is the problem , providing water pipe and training the users, meeting with partners, reviewing the project itself and support the project owners to develope project proposal to some donnars

1. **Prepare and present a model project planning matrix for any project of your choice. Use the example in the Project Management manual for guidance.**

|  |  |  |  |
| --- | --- | --- | --- |
| Acivities | Time Frame : Begin by End | Resonsible Person | Cost $ /input |
| Community meeting | Begin: 01.12.2018  End: 10.12.2018 | Omego ( Project Officer | 1,000- Water |
| Identifying of Contractor | Begin: 05.12.2018  End: 15.12.2018 | Simon Olweny – Technical Committee | 1,000 Water during the meeting |
| Collection material to site / zinc/door/ | Begin: 02.01.2019  End: 15. 02.2019 | Rasheed- Contractor | 25,000 material cost |
| Floor / wall work | Begin: 01.10,2019  End; 10. 03.2019 | Rasheed- Constructor | 15,000 - labor |
| Roofing | Begin: 15.03.2019  End 30.03.2019 | Rasheed- Constructor | 5,000- labor |
| Plastering /finishing | Begin: 15.04.2019  End 30.04.2019 | Rasheed- Constructor | 5,000 Labor |
| Supplying desk / scholastic materials | Begin: 05.05.2019  End 10.05.2019 | Rasheed- Constructor | 25,000 |
| Handing over to the community | Begin: 30.05.2019  End 30.05.2019 | Daniel Owen – Project Manger | 4,000 Celebration/ transportation |

Total = $ 81,000

1. **Prepare and present a simple Log Frame for a Community Project of choice.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Summary of Objectives/Activities** | **Objectively Verifiable Indicators** | **Means/Source of Verification** | **Important Assumptions/ Risks** |
| **Goal:** Increase the domestic food and fruit supply in Torit | 10 % increase in fruits production between July 2018-Dec2020 | 1. Ministry of Agriculture report. 2. FAO assessment. | 1. Market prices will remain favorable. 2. Marketing infrastructure will be in place. |
| **Specific Objectives:** Improve production and marketing services available to fruit producers in Torit | .# number of farmers increase in Torit. # Improved institutional structure. | 1. State Ministry of agriculture report. 2. # of volunteers increased. 3. Excess to loan | 1. Low tax on fruit producers. 2. Fruit farmers will have access to credit and technical assistance. |
| **Expected Outputs:** 1. Improved planting material available. 2. Established research structure. 3. Effective distribution mechanism. 4. Well-trained Farmer. | # of farmers receiving improved planting material. # New research structure and full staff in operation. # of distribution centers in Torit #. Farmers trained. | 1. Interviews with farmers.  2. Ministry of Ag. annual reports  3. Infrastructure constructed. 4. Periodic evaluations of staff members &  sales through input outlets. | 1. MOA to support crops and facilitate imports of plant material. 2. MOA to empower research/extension divisions. 3. Hire graphic arts specialist. 4. Extension agents will coordinate with farmer organizations. |
| **Activities:** 1.Sales of improved varieties of fruits. 2. Research & validation of production/ postharvest. 3. Establish pest/disease  free nurseries.  4. Distribution through farmer organizations. | # Materials and transportation available. # Technical assistance  # Sprayers provided to farmers  # distribution centers with communication | 1. Vehicles.  Vouchers, contracts. 2. Material availablity  3. Vouchers & reproting.  4. Material supplied | 1. Planting material can be imported. 2. Staff from Ministry to carry research. 3. Effective supervision/ hire consultants service/ resource.. 4.Batter means of communication. |

**4. Prepare and present a simple project Work plan summarizing Project objectives, activities and implementation schedule in a Ghant Chart format**

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|  | J | F | M | A | M | J | J | A | S | O | N | D |
| Community meeting |  |  |  |  |  |  |  |  |  |  |  |  |
| Identifying of Contractor |  |  |  |  |  |  |  |  |  |  |  |  |
| Collection material to site / zinc/door/ |  |  |  |  |  |  |  |  |  |  |  |  |
| Floor / wall work |  |  |  |  |  |  |  |  |  |  |  |  |
| Roofing |  |  |  |  |  |  |  |  |  |  |  |  |
| Plastering /finishing |  |  |  |  |  |  |  |  |  |  |  |  |
| Supplying desk / scholastic materials |  |  |  |  |  |  |  |  |  |  |  |  |
| Handing over to the community |  |  |  |  |  |  |  |  |  |  |  |  |

*Reference: Introduction to Project management skills: w.w.w mindtools.com Nov 2, 2001*

*: Internet / Google*

*: Reading Material from AIPMS –course note.*

*: Lecturer note*