6.0. PROJECT DEVELOPMENT AND MANAGEMENT

6.1. INTRODUCTION

Project development and management involves the process of identification, initiation, planning, implementation and evaluation of projects.

The aim of teaching project development and management to social development work trainees is to enable them to acquire knowledge, skills and positive attitudes necessary in their day-to-day work. In particular it will help them to understand the mode of planning and administration and have a greater appreciation of the government development strategy. This way they will be able to help the communities to realise their full potential to help themselves uplift their standard of living.

6.2. GENERAL OBJECTIVES

At the end of this subjects, the trainee should be able to:

   (a)   define the role of projects in development;

   (b)   carry out needs analysis;

   (c)   conduct project area analysis;

   (d)   involve people at all stages of project development and management;

   (e)   discuss the planning, implementation; monitoring; evaluation and management of projects;

   (f)   assist communities and individual groups to manage their projects more efficiently;

   (g)   understand and design development plans in the government strategies;

   (h)   plan and organize available project resources to achieve desired goals;

B. SUBJECT SUMMARY

    (a) Meaning and scope of project development
         and management

    (b) Project area analysis

    (c) Selecting and comparing projects

    (d) Planning

    (e) Implementing

    (f) Evaluation

    (g) Community participation

    (h) Government policies

6.4. CONTENT

6.4.4. MEANING AND SCOPE OF PROJECT DEVELOPMENT AND MANAGEMENT

A. SPECIFIC OBJECTIVES

    At the end of this topic, the trainee will be able to:

    (a) explain the meaning and key concept of project
         development and management;

    (b) discuss the importance of project development and
         management;

    (c) describe the roles of projects in development;

    (d) define the scope of project development and
         management.

B. TOPIC OUTLINE

    (a) Definition of terms

        (i)   Project
        (ii)   Programme
        (iii) Interventions
        (iv)   Development
        (v)   Management

      (vi)   Targets

     (vii)   Problems

   (viii)   Demands

     (ix)   Want

      (x)   Need

(b)   Importance of project development and management

(c)   The role of projects in development

(d)   Scope

C. LEARNING AND INSTRUCTIONAL METHODOLOGY

(a)   Lectures

(b)   Group discussion

(c)   Reading reference materials

(d)   Field visits

D. ASSESSMENT

(a)   Tests

(b)   Assignments

(c)   Presentation

3.4.2. PROJECT AREA ANALYSIS

A. SPECIFIC OBJECTIVES

At the end of this topic, the trainee will be able to:

(a)   define the term 'Project area analysis';

(b)   explain the processes of identifying physical and human resources available in a given area;

(c)   discuss the demography and occupation patterns of a project area;

(d)   describe the economic and social infrastructure of a project area;

(e)   describe the land use patterns of a project area;

(f)   discuss the food path in a project area;

(g)   explain the role of administration in project area

(h) identify the main factors in determining the
     problem statement for a given area.

B. TOPIC OUTLINE

(a) Definition of project area analysis

(b) Resources

    (i) Human

    (ii) Natural

    (iii) Material

(c) Demography

(d) Occupation

(e) Economic infrastructure

(f) Social infrastructure

(g) Other land use patterns

    (i) Agriculture

    (ii) Animal Husbandry

    (iii) Industry

    (iv) Marketing

    (v) Consumption

(h) Food path

    (i) Preparing

    (ii) Harvesting

    (iii) Storage

(i) Administrative structure

(j) Problem identification

    (i) Symptoms of the problem

    (ii) Impact

    (iii) Contributory factors

    (vi) Affected persons

    (v) Relationship with other probems

C. LEARNING AND INSTRUCTIONAL METHODOLOGY

(a) Lectures

(b) Surveys

(c) Reading reference materials

(d) Field visits

D. ASSESSMENT

(a) Tests

(b) Assignments

(c) Project study report

4.3. SELECTING PROJECTS

A. SPECIFIC OBJECTIVES

At the end of this topic, the trainee will be able to:

(a) explain the policy framework of project selection:

(b) discuss the criteria for selecting projects.

B. TOPIC OUTLINE

(a) Policy frame work

(b) Criteria

    (i) Relevance

    (ii) Feasibility

    (iii) Effectiveness

    (iv) Impact

    (v) Stimulation of participation

    (vi) Relationship with other projects

    (vii) Reduction of inequalities

    (viii) Ease of targeting

    (ix) Ease of evaluation

    (x) Other development effects

C. LEARNING AND INSTRUCTIONAL METHODOLOGY

(a) Lecture
(b) Group discussions
(c) Reading relevant materials
(d) Case studies
(e) Role play

D. ASSESSMENT

(a) Assignment
(b) Tests
(c) Exercises
(d) Observation
(e) Project study reports

5.4.4. PROJECT PLANNING

A. SPECIFIC OBJECTIVES

At the end of this topic, the trainee will be able to:

(a) define and explain the term 'Project Planning';

(b) explain the importance of Project Planning;

(c) describe the steps involved in Project Planning;

(d) write short-term and long-term Project Planning objectives;

(e) write project budgets;

(f) develop a project work plan;

(g) explain project policy guidelines;

(h) involve community members in Project Planning;

(i) identify project resources.

B. TOPIC OUTLINE

(a) Definition of project planning
(b) Importance of project planning
(c) Project Planning Guidelines

(d)   Project Planning Process

    (i)   Problem identification

   (ii)   Setting objectives

  (iii)   Formulating alternative courses of action and selecting the most appropriate

   (iv)   Analysis feasibility

    (v)   Writing the plan

(e)   Planning for resources

    (i)   Human

   (ii)   Natural

  (iii)   Community participation

(f)   Scheduling

    (i)   Programme Evaluation Review Technique (PERT)

   (ii)   Critical path analysis

  (iii)   Gantt charts

   (iv)   Duty specification

    (v)   Time specification and management

   (vi)   Work plan

  (vii)   Project budget

C. LEARNING AND INSTRUCTIONAL METHODOLOGY

(a)   Lectures

(b)   Field visits

(c)   Reading relevant materials

(d)   Case study

D. ASSESSMENT

(a)   Tests

(b)   Assignments

(c)   Project study reports

6.4.5. PROJECT IMPLEMENTATION

A. SPECIFIC OBJECTIVES

At the end of this topic, the trainee should be able to:

(a) define the term 'Project Implementation';

(b) describe the implementation processes;

(c) explain the importance of keeping records for project implementation purposes;

B. TOPIC OUTLINE

(a) Definition of project implementation
(b) Project implementation process

   (i) Allocation of resources:

     . human
     . material
     . natural

   (ii) Organising:

     . Task determination
     . Job description
     . Organizing units

   (iii) Staffing:

     . Selecting and recruiting staff
     . Training and developing staff
     . Rules and regulations
     . Renumeration

   (iv) Directing:

     . Scope of directing and use
     . Delegating responsibilities
     . Supervision
     . Discipline and productivity

   (v) Controlling:

     . Establishing
     . Performance appraisal
     . Criteria for measuring results

- Resulting project goals
- Remedial action
- Supply and materials control

(vi) Records in project implementation

- Importance
- Types
- Storage

C. LEARNING AND INSTRUCTIONAL METHODOLOGY

(a) Discussions
(b) Lectures
(c) Reading relevant materials
(d) Case study
(e) Field visits

D. ASSESSMENT

(a) Tests
(b) Assignments
(c) Project study report
(d) Presentation of project study

6.4.6. PROJECT EVALUATION

A. SPECIFIC OBJECTIVES

At the end of this topic, the trainee will be able to:

(a) define the term 'Project Evaluation';

(b) determine when and what to evaluate;

(c) explain the different types of evaluation;

(d) state the various steps in carrying out an evaluation of an established project.

B. TOPIC OUTLINE

   (a) Definition of evaluation

   (b) Forms of evaluation

      (i) Project appraisal

     (ii) Baseline study

    (iii) Monitoring

     (iv) Periodic review

   (c) Reasons for evaluation

      (i) Effectiveness

     (ii) Efficiency

    (iii) Impact

   (d) Steps

      (i) Identifying indications

     (ii) Revising data

    (iii) Analysis of findings and conclusions

     (iv) Action based on evaluation

C. LEARNING AND INSTRUCTIONAL METHODOLOGY

   (a) Group discussions

   (b) Lectures

   (c) Case study

D. ASSESSMENT

   (a) Tests

   (b) Assignments

   (c) Presentation

6.4.7. COMMUNITY PARTICIPATION

A. SPECIFIC OBJECTIVES

At the end of this topic, the trainee will be able to:

   (a) define the term 'Community Participation';

   (b) explain the importance of community participation in project development and management;

(c) discuss the process of involving the community in project development and management;

(d) identify and describe the areas where the community can participate.

B. TOPIC OUTLINE

(a) Definition of community participation

(b) Importance of community participation in project development and management

(c) Forms of community participation

    (i) Individuals
    (ii) Committees
    (iii) Groups
    (iv) Leaders

(d) Areas of involvement

    (i) Problem identification
    (ii) Selecting projects
    (iii) Planning projects
    (iv) Implementing projects
    (v) Evaluating projects

9.4.8. GOVERNMENT POLICIES

A. SPECIFIC OBJECTIVES

At the end of this topic, the trainee will be able to:

(a) identify and explain the government social development policies;

(b) discuss the district focus for rural development strategy;

(c) describe the role of development committees in project development.

B. TOPIC OUTLINE

    (a) Social development policies

        (i) Definition

       (ii) National philosophy

     (iii) National goals

      (iv) National development strategies

       (v) National development planning

    (b) District focus for rural development

        (i) Background of the strategy

       (ii) Objectives and purpose of the strategy

     (iii) Effect of the strategy in development

    (c) Development Committees

        (i) Types

       (ii) Membership

     (iii) Function

      (iv) Sub-committees

    (d) Development committees in relation to Project
        Development.

C. LEARNING AND INSTRUCTIONAL METHODOLOGY

    (a) Lectures

    (b) Reading materials

    (c) Group discussion

    (d) Role play

D. ASSESSMENT

    (a) Assignments

    (b) Tests