

# Project Management

Planning, Executing and Evaluating Projects  
using the JCI Active Citizen Framework

Version 2015-10



Mission:

To provide development opportunities that empower young people to create positive change.



# Course Content

- Defining Project Management
- Naming and defining a project
- Setting goals
- Project planning
- Project execution
- Identifying and developing partnerships
- Evaluating project success

# Skills Development

After this course you will have the capability to:

- Create a project statement
- Define project objectives
- Plan action steps
- Identify and target partners
- Evaluate project success

# What is a Project?

A project is the result of an intervention or action to change the current situation to an ideal future situation with a specific start and finish date and allocation of resources.

– *JCI Impact*

# Why Do We Need Projects?

- Clarify objectives
- Define activities
- Leverage and distribute resources
- Delegate responsibility
- Communicate actions
- **To create impact**

# What is Project Management?

The process and activity of planning, organizing, motivating, and controlling resources, procedures and protocols to achieve specific goals.

# Why Do We Need Project Management?

- To deliver maximum impact
- Optimize resource usage
- Avoid improvisation or scope creep
- Focus project team on the solution
- Achieving your goals
- Communicate progress, risks and changes

# What is Project Management in JCI?

The process of discovering a community need through a needs analysis, developing a project plan to address the need, engaging partners and controlling resources to achieve sustainable impact.

# Tools

What tool does JCI use to guide members in running projects?



# JCI Active Citizen Framework to Create a Better World



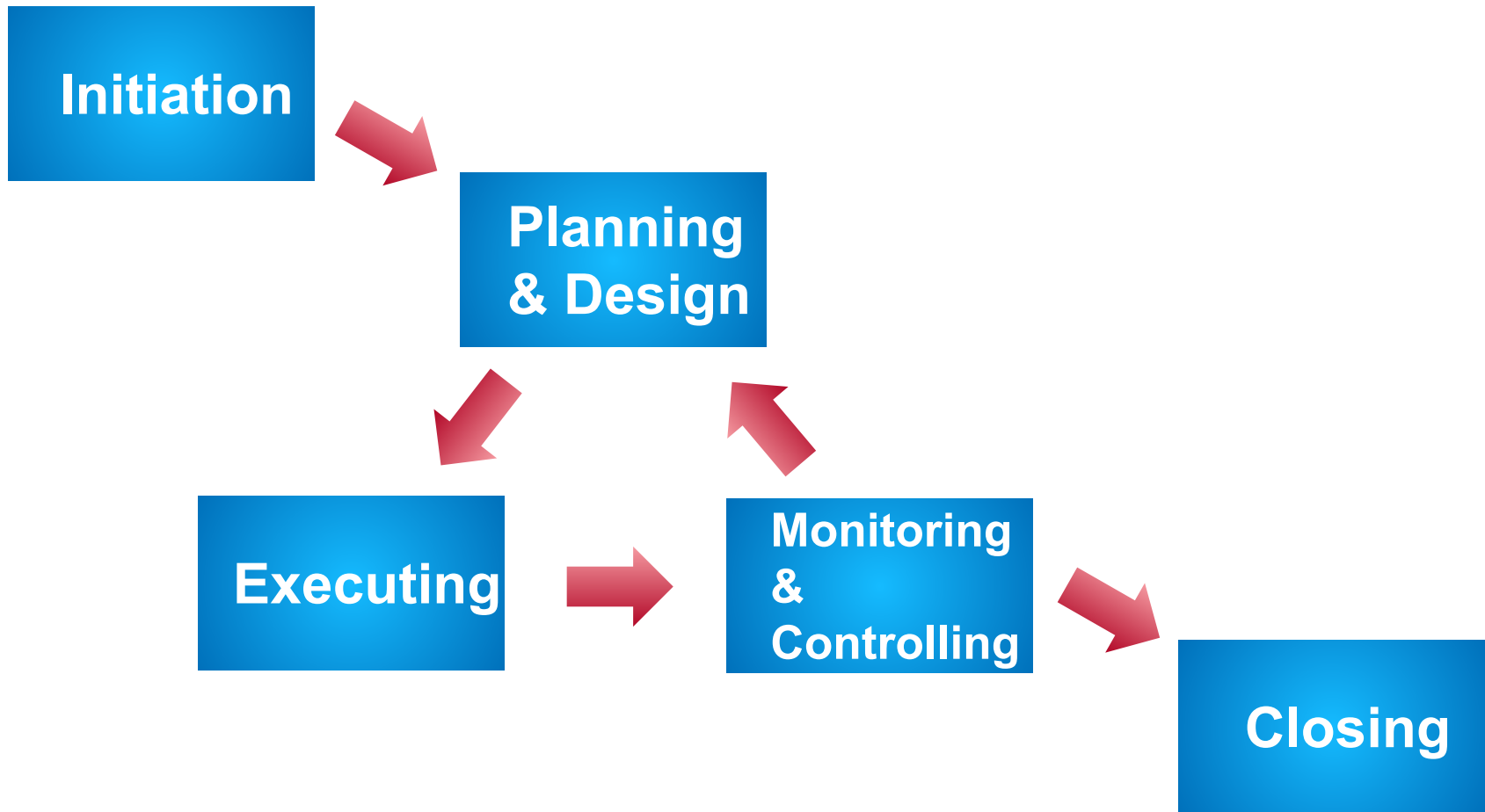
Desired results achieved and problem eliminated

Plan and action must be refined to achieve desired results



JCI Mission: To provide development opportunities that empower young people to create positive change.

# Traditional Project Management



# Defining Your Project

1. Read through the handout.
2. As a team, pick **one** root cause which a JCI Local Organization could turn into a project.
3. Discuss the overall project outcome and how it will impact the community.

# Planning: Using Simple Questions

**Why** are we running this project?

- Discuss the root cause of the problem

**What** do we want to do?

- Discuss the concept of your project and a project name

# Planning: Using Simple Questions

**What** do we want to achieve?

Discuss the objectives for the project

**When** will the project start and finish?

Discuss how long the project will take to manage and then to run.

**“The key to creativity is to begin with the end in mind, with a vision and a blue print of the desired result.”**

– Stephen Covey

# Start With the End in Mind

1. As a team, imagine that you are at the end of your project and it has been a huge success.
2. Discuss what success would look like for your project.

# Objective Setting

**S**pecific

**M**easurable

**A**chievable

**R**elevant

**T**ime-bound

SMART is a guide to setting objectives effectively to achieve a desired goal.

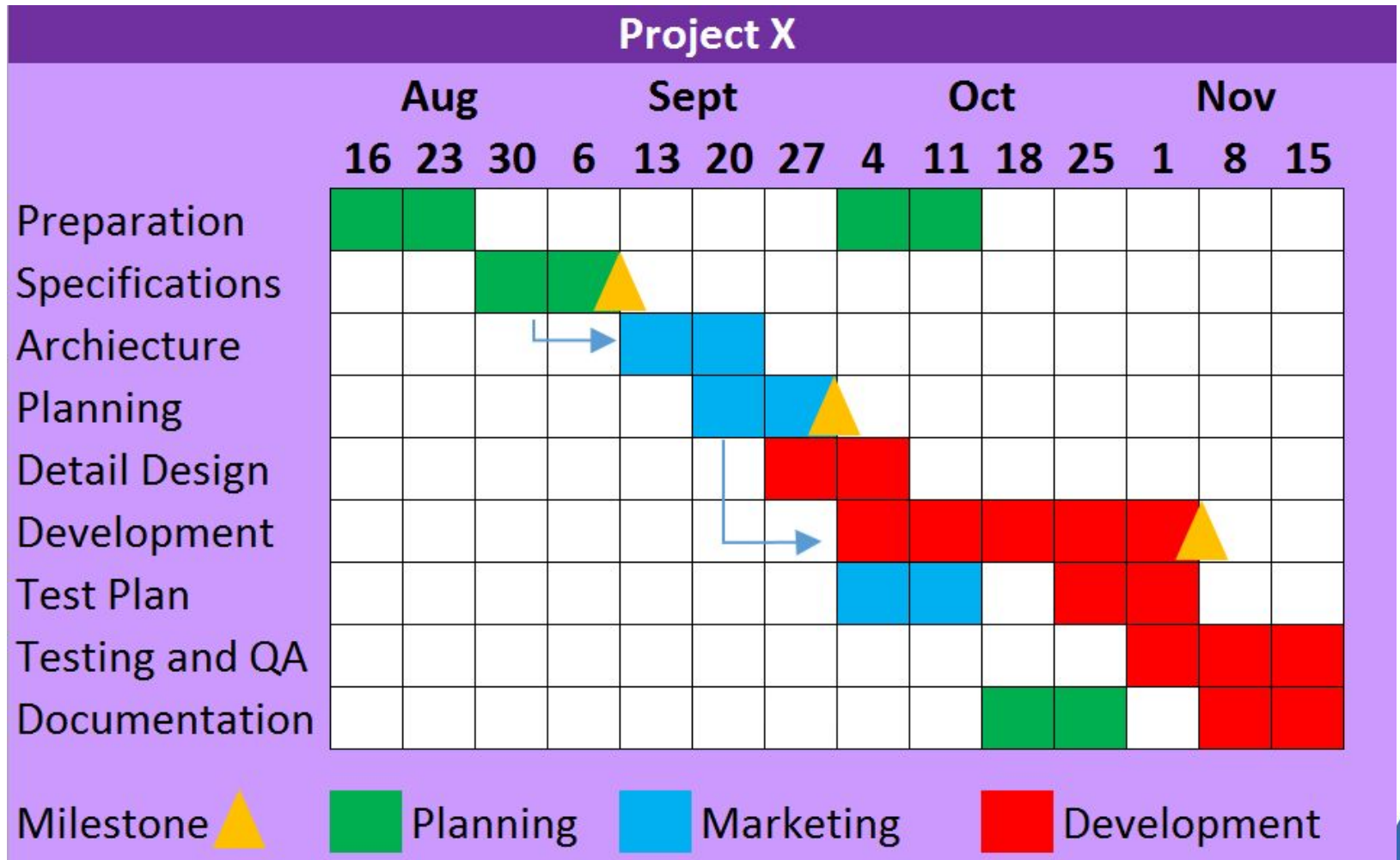
# Defining Your Project

3. Write a short statement explaining what your project aims to achieve.
4. Decide on **two** or **three** high-level objectives or goals for the project.
5. Give the project a name.

# Brainstorming

1. Individually on your Post-it notes, take three minutes to write down the key tasks to run your project.
2. As a team, lay out all of your Post-it notes, discuss and sort the notes into similar groups.
3. Move the groups of notes into the order in which they should be completed.

# Gantt Chart



# Gantt Chart

1. Draw a **template** on flip chart paper.
2. Draw a **timeline** along the top of the chart that is relevant to your project.
3. Put **tasks** on the left hand side from the brainstorming activity.
4. Color in blocks for the **time needed by each task**.
5. Highlight **milestones**.
6. Highlight **dependencies**.

# What is a Stakeholder?

Stakeholders are people or groups that have or claim ownership, rights or interests in a project and its results during the past, present or future.

# Stakeholders

## **Project ownership**

JCI Project Team, Partner

## **Affected by the project's outcome**

Members, Public, Sectors of society

## **Interested parties**

Vendors, Contractors, Agencies

# Why Work with Partners?

- Partners bring different knowledge and resources to a project.
- Collaborating can increase the project's impact and make it sustainable.
- You can work with partners at different stages of your project.

# Picking a Project Partner

- Common goals and values
  - The desired objectives of the JCI Mission must match the partner.
- Avoid conflicts of interests
  - Acknowledge and discuss any conflicts of interest to build trust and ensure they are understood by both parties.

# Working with Partners

- Ensure clear roles and responsibilities are agreed
- Understand the benefit to your partners of being involved in the project
- Active communication
- Use relevant partners through the lifecycle of your project

# Partners

There are six potential partners in your area who could have a positive impact on your project:

- School or University
- Homelessness charity
- Government / Council
- Medium sized company
- Recruitment company
- Media

23. ~~Discuss how the~~  
~~partners you~~  
~~could~~  
~~benefit from this~~  
~~collaboration.~~  
**Just two things**  
**that you could**  
**benefit your**  
**partners.**

# Resources

- List the resources required for the project
- List the resources you already have
- List the resources you need to obtain
- Plan requirements for each task
- Monitor throughout the project
- Regular communication with the team

# Budget

- Plan a complete budget for your project
- Monitor actual against your budget
- Review progress and highlight any challenges to stakeholders
- Adjust the budget if needed
- Analyze results

# Risk Analysis

- Take a balanced view, based on probability and impact of the risk
- Ensure all high impact risks are addressed and controlled
- Monitor the risks and notify stakeholders when any risks are realized

# Risks in Your Project

1. Discuss what risks may be involved in your project.
2. Write down your top two main risks.

# Why Monitor Results?

- Highlight **unexpected results**
- Provide information for **decision making**
- Identify **problems** or **unmet needs**
- Highlight issues of **sustainability, cost effectiveness** or **relevance**
- Identify ways to **improve performance**

# Monitoring Results

You are half way through your project and one of your key risks has happened.

Discuss:

- what impact this has on your project
- what action you would take
- what you need to do with your stakeholders.

# Why Do an Evaluation?

We evaluate the project results to measure:

1. If the objectives were achieved
2. Impact and sustainability
3. To improve future projects

# What Should be Evaluated?

**Effectiveness** – Did we make an impact?

**Relevance** – Did we make the right impact?

**Efficiency** – Did we make good use of our time?

**Coordination** – Did the team work well?

**Coherence** – Was the project understood?

**Coverage** – How many people did we impact?

# Evaluating Results

- Involves the same skills as the monitoring completed during the project
- Completed after the project is complete
- Involve impartial people in the evaluation to get objective results

# Who Needs the Evaluation?

## **Project ownership**

JCI Project Team, Partner

## **Affected by the project's outcome**

Members, Public, Sectors of society

## **Interested parties**

Vendors, Contractors, Agencies

# Evaluation

1. Compare the project results to your objectives. Discuss if they were achieved.
2. Discuss how you can best report the impact and sustainability of your project to:
  - your Local Organization
  - your partners and stakeholders
3. What lessons you can take into future projects

# JCI Project Gallery

[www.jci.cc/projects](http://www.jci.cc/projects)



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JCI members take needs-based action to create sustainable impact in their local communities.



# Skills Developed

Through this course you have proved that you have the capability to:

- Create a project statement
- Create project objectives
- Plan the action steps
- Identify and target partners
- Evaluate project success

# Thank you!

Now take your ideas for sustainable impact projects and make them happen!

**What's next?**

**Project Manager**

**How to be an Effective  
Project Manager**



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