

Concept of Project, Project Management, Project Life Cycle and its Monitoring and Evaluation



Continued

- **Time refers to the span of time required by the Project for completing itself in terms of achievement of desired goals/aims**
- **Cost refers to the financial and human resources required by the Project (Men, Money and Materials-3 Ms)**
- **Scope refers to the nature of the Project**
- **Quality refers to the desired standard to be achieved with the available resources, time and expertise**

Flow of Presentation

- What is a Project?
- Features of Project
- Project Success Factors
- What is Project Management?
- Project Management Benefits
- Project Management versus General Management
- Project Life Cycle
- Phases of Project Life Cycle
- Monitoring of Project
- Evaluation of Project
- Monitoring versus Evaluation

What is a Project?

The word *Project* comes from the Latin word **Projectum**, which means "something that comes before anything else happens".

www.wikipedia.org

A Project is a unique endeavor to produce a set of deliverables within clearly specified time, cost and quality constraints.

[Jason Westland](#)

Trying to manage a Project without Project management is like trying to play a football game without a game plan.

[K. Tate](#)

Features of Project

Unique in nature

Approved budget

Limited resources

Beneficial change

Element of risk

Defined timescale

Project Success Factors

- Stakeholder involvement
- Executive management support
- Clear statement of requirements
- Proper planning
- Realistic expectations
- Smaller Project milestones
- Competent staff
- Ownership
- Clear vision and objectives
- Hard working and focused staff

Typology of Projects

Strategic

2-5 years.
High degree of change to
customers.
Highly complex.

Systems

1-2 years.
Medium degree of change
to customers.
Medium complex.

Operational

Up to 1 year.
Low degree of change to
customers.
Less complex.

What is Project Management?

In **project management** a project consists of a temporary endeavour undertaken to create a unique product, service or result.

It is a **management environment** that is created for the purpose of delivering one or more business products according to a specified business case.

Project management **comprises**:

- A set of skills.
- A suite of tools.
- A series of processes.

Project Management Benefits

- Goals clarity and measurement
- Resource coordination
- Risks will be identified and managed
- Increases the possibilities of time savings
- Increases the possibilities of cost savings
- Increases the possibilities of achieving the agreed outcome
- Increases the possibilities to deliver Projects successfully

Project Management

- Lines of authority “fuzzy”.
- Ever changing set of tasks.
- Responsibility for cross functional activities.
- Only in project life duration.
- Main task is resolution of conflict.
- Contains intrinsic uncertainties.

General Management

- Authority defined by management structure.
- Consistent set of tasks.
- Responsibility limited to their own functions.
- Permanent work scenario.
- Main task is optimization.
- Limited set of variables.

Project Life Cycle

The sequence of phases through which the project will evolve is a **project life cycle**.

A **project life cycle** is basically defined by it's phases, according to which a project swims through & finally reaches to handover stage.

Phases of Life Cycle

"The life cycle is the only thing that uniquely distinguishes projects from non-projects."



Sub-divisions in Project Life Cycle

Project Life Cycle



Purpose
Strategic Fit
Objectives
Scope (draft)
Terms of Reference
Draft Schedule

Scope - Final
Select Team Members
Plan Deliverables
Quality Plan
Baseline Schedule
Baseline Budget
Risk Register
Issues Register
Business Case
Approvals
Communication Plan

Production of Key Deliverables
Monitor/Control
Quality Management
Time Management
Cost Management
Risk Management
Issue Resolution
Change Control
Reporting
Communications

Celebrate!
Contract Closeout
Team Feedback
Recommendations for further action
Post Implementation Review

Monitoring of Project

What is monitoring?

- Day-to-day follow up of activities during implementation to measure progress and identify deviations
- Routine follow up to ensure activities are proceeding as planned and are on schedule
- Routine assessment of activities and results
- Answers the question, “what are we doing?”

Why Monitor Project Activities?

- Tracks inputs and outputs and compares them to plan
- Identifies and addresses problems
- Ensures effective use of resources
- Ensures quality and learning to improve activities and services
- Strengthens accountability
- Program management tool

Evaluation of Project

What is evaluation?

- Episodic assessment of overall achievement and impacts
- Systematic way of learning from experience to IMPROVE current activities and promote better planning for future action
- Designed specifically with intention to attribute changes to intervention itself
- Answers the question, “what have we achieved and what impact have we made”

Why Evaluate Project Activities?

- Determines program effectiveness
- Shows impact
- Strengthens financial responses and accountability
- Promotes a learning culture focused on service improvement
- Promotes replication of successful interventions

Monitoring vs. Evaluation

Monitoring

Continuous: day-to-day

Documents progress

Focuses on inputs and outputs

Alerts managers to problems

Self-assessment

Evaluation

Periodic: important milestones

In-depth analysis of achievements

Focuses on outcomes and impacts

Provides managers with strategy and policy options

External analysis

A solid green vertical bar is located on the left side of the image.

THANK YOU