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



- 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

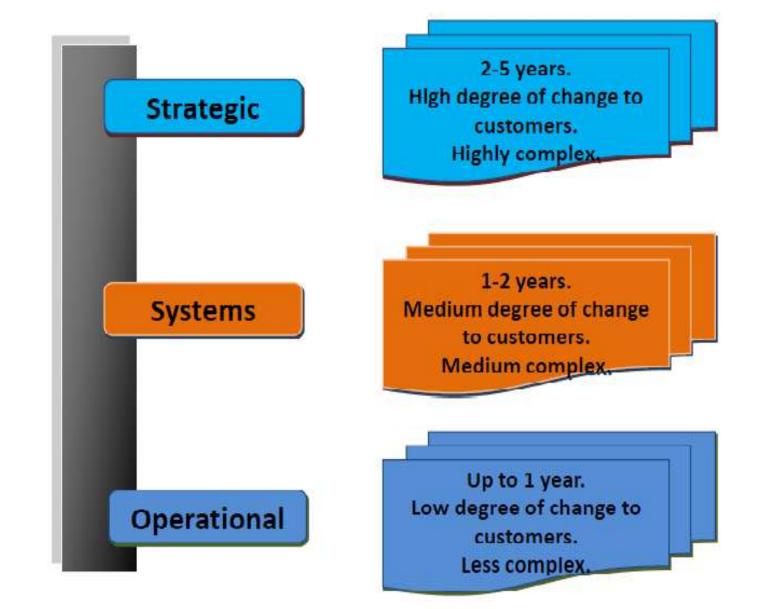
Element of risk

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



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

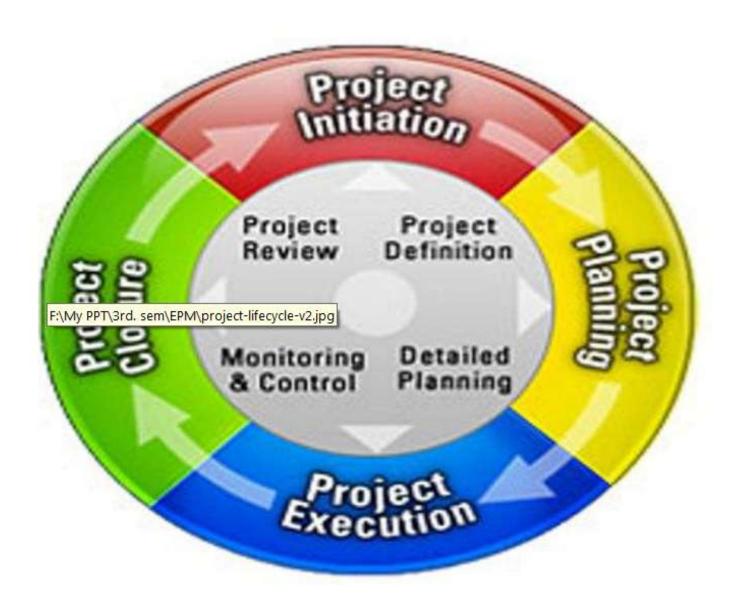
- Authority defined by management structure.
- Consistent set of tasks.
- •Responsibility limited to their own functions.
- Permanent work scenario.
- Main task is optimization.
- Limited set of variables.

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.

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



Sub-divisions in Project Life Cycle

Project Life Cycle

1. Start-Up

2. Planning

3. Execution

4. Close-out

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 <u>future action</u>
- 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 Evaluation

Continuous: day-to-day Periodic: important

milestones

Documents progress In-depth analysis of

achievements

Focuses on inputs and outputs Focuses on outcomes and

impacts

Alerts managers to problems Provides managers with

strategy and policy options

Self-assessment External analysis

THANK YOU