Participatory Project Management (PPM)

Workshop, Melbourne, 6th – 9th December 2011

- Are you involved in Community Development (CD) projects either in Australia or the Asian-Pacific region?
- Are you an NGO, Government, UN, Australian Management Contractor (AMC) Project Manager/Officer; consultant, student or returned volunteer who wants to improve your Project Management (PM) skills?

If so, then this disability-inclusive workshop may be for you.

The Workshop
Run at the CBM office (www.cbm.org.au) in Box Hill, Melbourne, Victoria, Australia, between the 6th – 9th December 2011

Facilitator
Mr Chris Piper, TorqAid (www.torqaid.com) Director and Senior Trainer/Facilitator, with support from the CBM-Nossal Institute Partnership for Disability Inclusive Development

Advanced Standing
Eligible participants who complete the workshop, together with follow-up assignments, can apply for Advanced Standing/ Accreditation in post-graduate level development studies programs as run by Deakin, RMIT and Murdoch Universities; the International Health course run by Curtin University; and the Emergency Management program run by Charles Sturt University

Costs & Discounts
AUS $1,400 (exclusive of GST) for three day workshop only
AUS $1,600 (exclusive of GST) for workshop plus follow-up assignment

Further Information
Mr Chris Piper, TorqAid Director and Senior Facilitator Ph: + 61 (0)41 2497317 Email:pipercm@iprimus.com.au

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PURPOSE of Workshop/Skills Taught/Methodology

The purpose of the PPM workshop is to develop practical project management skills for Community Development (CD) practitioners who are involved in initiatives throughout the Project Management Cycle (PMC). This is a practically-based intensive workshop which combines both classroom teaching; and, for those seeking advanced standing, follow-up assignments. Having completed it, participants will have developed a range of practical skills to help them plan; write submissions for; implement; report on; or evaluate community development projects.

FEEDBACK from previous participants

“This has been a great workshop to complement my undergraduate studies in (International) Development. I would recommend this to any development undergraduate, or recent graduate, looking to add some practical skills to their theoretical knowledge.”
Alex Croyle, International Teams Australia (ITA), Melbourne PPM, May 2011

“I really benefitted from the facilitator’s current and practical knowledge & work experience.”
Jemima Reeves, GRM Solomon Islands, Brisbane PPM, Nov 2010

“The workshop is highly beneficial for me as a project manager. Chris should continue this effort, for better project implementation, across the world.”
Mr Mostafizur Rahman, Save the Children Alliance Pakistan, Sydney PPM, June 2010

“I found the presentation and process both concise and practical. It has helped me focus on keeping PMC central, and how the various elements fit in – especially those relating to the LFA. Thanks, very helpful.”
Warren Ford, BHP Billiton Iron Ore, Perth PPM, Feb 2010

WHO is this course for?

This workshop is primarily designed for CD practitioners, who are likely to be working projects in either urban or outback Australia, or overseas in the Asian-Pacific region. The following link provides a list of organisations which have previously participated in this training workshop.


These organisations (and separate individuals) include:

- NGO or Community Based organisations
- Government departments or government-funded bodies
- UN organisations or international agencies
- Private Companies involved in CD/PM work
- Individuals: eg Consultants; returned volunteers; university students

The photo above shows participants from a PPM workshop held in Sydney, 2009.

WORKSHOP details

Date: Tues 6th - Fri 9th December 2011
Time: 9am – 5.00pm (for Day 1 only, registration at 8.30 am and finish at 6pm)
Venue: CBM, 56 Rutland Rd, Box Hill, VIC 3128.


WORKSHOP itinerary

The PPM is an intensive four day workshop covering the following modules:

- Module 1: Introductory Remarks.
- Module 2: Objectives.
- Module 3: Performance Indicators. Data Sources
- Module 4: Project Management Cycle (PMC) Planning Stage
- Module 5: Participation, Learning & Action (PLA)
- Module 6: DVD and Discussion on Ten Canoes Documentary
- Module 7: Day 1 Recall. Project Design Document (PDD) Exercise

- Module 8: PMC Implementation Stage. Monitoring and Evaluation (M&E)
- Module 9: Disability-inclusive Project Management (CBM presentation)
- Module 10: The Logical Framework Approach (LFA) – Stakeholder Identification/Analysis
- Module 11: LFA – Situation & Idealized Solution Trees
- Module 12: LFA Group Work
- Module 13: Day 2 Recall, particularly LFA work
- Module 14: PMC Implementation & Post-project Stage
- Module 15: Risk Management
- Module 16: The LogFrame Matrix
- Module 17: Human Resource Management (HRM)/Leadership Issues
- Module 18: Teaching Tips for Development Practitioners
- Modules 19/20: Day 3 Recall. Participants Presentations
- Modules 21/22: Final PPM Group Exercise
- Module 23: Final Comments. Course Closure

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WORKSHOP
Facilitator/TorqAid

TorqAid – www.torqaid.com is an Australian-based development consultancy which has been operating since 1992. It focuses in on Project Management; Disaster Risk Management; Training/ Facilitation; and Research & Publication. On the training side, over 80 accredited PPM and Disaster Risk Management (DRM) workshops (as well as other non-TorqAid courses) have been facilitated in both Australia and overseas since 2002. This course will be taught by Mr Chris Piper, the TorqAid Director and Senior Trainer/Facilitator. He is both a skilled development practitioner, and also a qualified and experienced teacher, adult educator and university lecturer.

THE CBM-Nossal Institute Partnership for Disability Inclusive Development

Disability-inclusive development assesses and addresses the concerns and rights of people with disabilities during each phase of a development activity. The ultimate goal is equity of access to all opportunities resulting from development programs. CBM and the Nossal Institute have formed a Partnership which aims to build capacity, policies and systems of both disability and development stakeholders to facilitate disability-inclusive development practice and research. More details of can be found on the following link: http://www.ni.unimelb.edu.au/inclusive_development/disability_inclusive_development/cbm_partnership

COURSE bookings

For details regarding registration, please log in to the following site. PDF and Word documents available:


For any queries regarding this, please contact:
Mr Chris Piper, TorqAid Director,
Ph: + 61 (0)41 2497317
Email: pipercm@iprimus.com.au

Assignments

The workshop plus assignment is an accredited course for otherwise eligible students studying postgraduate Development Studies courses at Deakin, RMIT and Murdoch Universities; International Health at Curtin University; or Emergency Management at Charles Sturt univ. These students can also claim a 20% discount on workshop fees. A copy of this assignment can be accessed through the following link:


Discounts

A 20% discount is offered to the following people for this workshop. Please check first with Mr Chris Piper if you wish to claim this discount.

• Enrolled postgraduate students from the above-mentioned accredited courses
• ACFID – www.acfid.asn.au - member agencies
• Australian not-for-profit and faith-based organisations
• Returned Australian agency (eg AVI/AYAD/VIDA/ABV) volunteers
• Melbourne/Sydney/Brisbane Development Circle members, with 3+ months membership
• Organisations which wish to place 2 or more participants on the course
BIBLIOGRAPHY/ Follow-up Material
A bibliography of relevant PPM material can be accessed from the link below:

REFUND Policy
For the Refund Policy, see the workshop course booking form.

SUMMARY of the material covered in the modules

Module 1: Introductory Remarks.

Module 2: Objectives.
Setting of Objectives - Goal, Purpose, Outputs. Activities, Inputs and Outcomes.

Module 3: Performance Indicators. Data Sources
Performance Indicators. Data Sources. Millennium Development Goal (MDG) Exercise

Module 4: The Project Management Cycle (PMC) – Planning Stage
The PMC Planning Stage. The Project Design Document (PDD).

Module 5: Participatory Learning and Action (PLA)

Modules 6: DVD documentary on the making of the film ‘Ten Canoes’
DVD on the cross-culturally sensitive, and flexible project management skills, required in the making of this internationally award-making film

Module 7: Day 1 Recall. Project Design Document (PDD) Exercise
PDD exercise on a recent community-based project management scenario

Module 8: PMC – Implementation Stage
PMC Implementation Stage. Monitoring and Evaluation (M&E). 360 degree Accountability. Gantt Chart/Work Plan

Module 9: Disability-inclusive Project Management
Presentation by the CBM-Nossal Institute Partnership for Disability Inclusive Development

Module 10: The Logical Framework Approach (LFA) – Stakeholder Identification/Analysis
General Comments on the LFA. Stakeholder Identification & Analysis.

Module 11: LFA – Development of LFA Situation & Idealized Solution Trees
LFA Case Study. Development of Situation & Idealized Solution Trees. Selection and Planning of Preferred Intervention(s).

Module 12: LFA Practical Exercises
Brainstorming & Ranking exercise. Development of Situation Tree

Module 13: Day 2 Recall.


Module 15: Risk Management

Module 16: The LogFrame (LF) Matrix
The LogFrame (LF) Matrix. LF Matrix Exercise.

Module 17: Human Resource Management (HRM)/Leadership
The role of People in Aid in HRM. Leadership Issues

Module 18: Teaching Tips for Development Practitioners
Twelve key tips related to effective facilitation for Development Practitioners

Modules 19/20: Day 3 Recall. Participants Presentations
Participants’ 3-5 minute facilitation presentations

Modules 21/22: Final Group Exercise
Final Group Exercise based on material covered in workshop

Module 23: Final Comments. Course Closure
THE PROJECT MANAGEMENT CYCLE

PLANNING STAGE

IDENTIFICATION
A. Relationship Building / Community Interaction
B. Identifying/Analysing Key Stakeholders
C. (i) Needs Analysis, Strengths, Problems & Potential
   (ii) Collecting Baseline Data
   (iii) Identifying possible Solutions
D. Initial Risk Management Process
E. Initial Documentation (inc. initial LF Matrix)

PREPARATION & DESIGN
F. Assessment of Initial Documentation
G. Feasibility Studies (if required)
H. Modifying the Project Documentation
I. Preparing a Project Design Document (PDD)

APPRaisal & FUNDING
J. Appraising the PDD
K. Final Project Documentation (inc. PDD/LF Matrix, etc.)
L. Preparing a Funding Proposal

IMPLEMENTATION STAGE

Ongoing Monitoring, Reflection, Management & Administration
A. Relationship Building / Community Interaction
M. Reviewing Project Documentation
N. Final Project Reports
   - Regular Reports
   - Reviews
   - Learning and Sharing Lessons

POST PROJECT STAGE

A. Relationship Building / Community Interaction
   - Post Project Evaluation
   - Learning and Sharing Lessons
   - Field Visits

Key to the Project Management Cycle