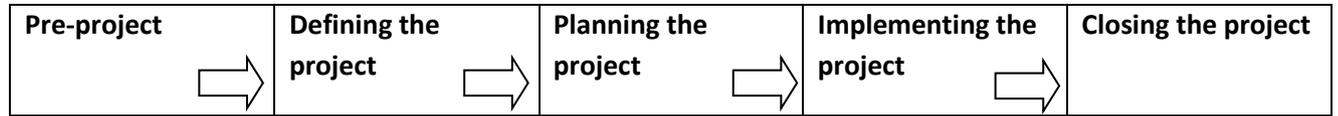


# **Project Management - Turning an idea into a project**

**Prepared by Ungaluk Safer Communities Program**

## The cycle of a project





## Pre-project

### 1. You have an Idea!

### 2. Write out your idea and bring people together to help you

- Why is the project being developed? Describe the issue that the project will address.
- Who will this project help? What is your target group (at-risk, in difficulty, gaining stability) and their ages?
- Share your thoughts with other people and see what is the reaction

### 3. Determine if it's really needed

- What else exists in your community that is similar?
- Is this really needed? Hold a meeting with the Mayor, social services, community members and whoever else
- Is there existing information out there that shows that your project is needed?  
Example: number of school kids who have dropped out



## Defining the project

### 4. Once you have a good idea of the project, define the:

#### a. Vision

Your vision is your dream. It's what your organization believes are the perfect conditions for your community = how things would look if the issue important to you was addressed.

Example: No more crime

#### b. Objectives

There are different types of objectives.

Some examples are: Change in behavior, increase in knowledge about something, increase in skills, reduction in something.

You should use words like: decrease, increase, improve

The best type of objectives are:

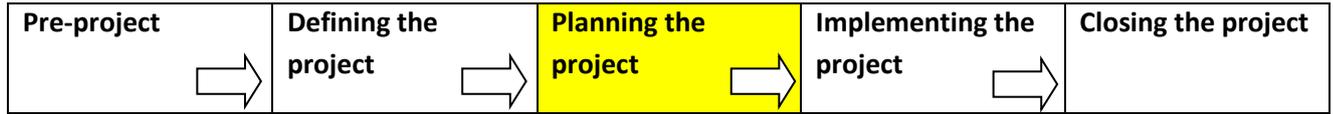
- Specific (ex. 40% of the drop-out kids will go back to school or find a job)
- Measurable
- Achievable
- Include the target group

Examples:

- 50% parents increased their knowledge about parenting skills (how to play with child, how to know when child needs love)
- 100% participants increased knowledge in how to prevent suicide leading to fewer suicides
- 5 clients reduced drinking to 1 beer a day and had less angry outbursts
- 100% students improved in reading and writing
- 80% community members now feel safe in their community

## **5. Define roles and responsibilities**

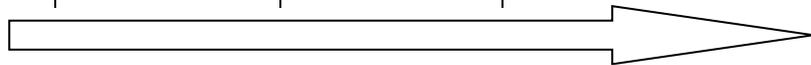
- Sponsor - where does the money go through?
- Project manager – what skills does that person need?
- Project team – what skills does the team need?
- Financial reporting – who will keep the books/accounting?
- Do you need to build skills before you start?



## Planning the project

### 6. Make an action plan

Objective	Planned activity	Tasks and by whom	Timeline (when will the activity take place?)	Expected Results of each activity (short-term, medium-term and long-term)
100% participants increased knowledge in how to prevent suicide leading to fewer suicides	5 workshops on preventing suicide	Project Coordinator, Wellness worker and the social worker in the community will run the workshops  Aaqitauvik healing center will provide extra support if needed	October 1 – November 30, 2016	100% participants increased knowledge in how to prevent suicide leading to: 1) fewer suicides 2) more people in community can help those in need



**Each objective should be connected to an activity that should lead to a specific result**

## 7. Make a Project Budget

### Determine a budget and where you will get funding

Things to think about:

- Insurance
- Employee or consultant
- 16.7% taken into pension plan etc. for employee
- Administration costs
- Accountant
- Getting an audit if you haven't been audited in more than 2 years

### Learn to keep track of your budget:

- Keep all of your receipts and invoices in one place
- Work closely with the treasurer or accountant to keep track

Activity	Expected expenses (Write down all the expected funding you will get)		Actual expenses (what was actually spent?)
	Description	Amount	Amount
Salaries and benefits		\$	\$
Travel		\$	\$
Materials		\$	\$
Infrastructure costs		\$	\$
Other costs		\$	\$
Administration costs		\$	\$
<b>Total expected expenses</b>		\$	
<b>Total actual expenses</b>			\$

**Identify your funders:**

Status of funding	Who is the funder, what will they cover?	Amount?
<p><b>a) Organizational contribution</b> Please describe and provide the total amount (in-kind or amount) provided by your organization/institution</p>		\$
<p><b>b) Confirmed revenue from other organizations</b> Please provide the name(s) of contributor(s), and describe and provide the total amount (in-kind or amount) from other contributions to the project.</p>		\$
<p><b>c) Potential revenue from other organizations</b> Please provide the name(s) of contributor(s), and describe and provide the total amount (in-kind or amount) from other contributions to the project.</p>		\$

**8. List Partners**

Name, contact info	Role of the partner

## 9. Monitoring and Evaluation

### a. How will you know if you achieved your objectives and expected results?

What do you want to know about your project? [what questions will you ask?]

Questions should start with:

- How many?
- How often?
- How much?
- How?
- When?
- Who?
- Where?
- Which?
- What?
- Why?

### b. Determine how you will collect the information:

- i. Questionnaire (the participant fills it out)
- ii. Survey (the participant fills it out)
- iii. Observation
- iv. Interviews (you interview the participant)
- v. Notes from meetings
- vi. Documents from project or organization
- vii. Existing data (school records, census, hospitals)

### c. Determine who you will collect the information from:

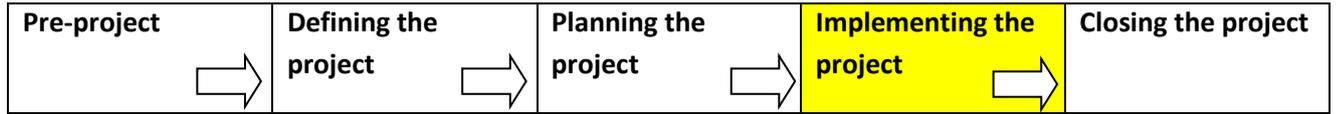
- i. Participants
- ii. Staff members
- iii. Community members
- iv. Funders
- v. Relatives of participants
- vi. Other organizations
- vii. Partners involved in the project

<b>Objective</b>	<b>Activity</b>	<b>Evaluation question – What do you want to know?</b>	<b>Indicators – What information will you collect to answer the question?</b>	<b>How will you collect it?</b>	<b>Who will you collect it from?</b>	<b>Expected results?</b>
Ex. 100% participants increased knowledge in how to prevent suicide leading to fewer suicides	Ex. 5 workshops on preventing suicide	Ex. How many participants completed the training?  How many partners were involved?  Did the participants increase their knowledge on how to prevent suicide?  Were the participants satisfied with the training?  In long-term how many times were participants able to help someone or prevent a suicide?	Ex. # participants that completed the training  % participants increased their knowledge  % participants satisfied and their feelings  # times participants prevented a suicide / # people they helped after the workshop	Ex. Collect # participants completed training  Questionnaire to test participants' knowledge  Survey to assess level of participants' satisfaction  Interview participants on satisfaction  Interview participants on who they helped and how	Ex. Participants	Ex. 300 participants completed the training  100% participants increased knowledge in how to prevent suicide  100% participants satisfied  10 times participants able to help someone in community or prevent a suicide

Examples of things you may want to evaluate:

- How many people completed the project?
- How many people abandoned the project?
- How many people were trained?
- How many partners were involved?
- How many funders were there?
- Number of activities completed.
- Number of services provided.
- Were all activities implemented as planned?
- Did the participants increase their knowledge in something?

- Did the participants' behavior change?
- Were people satisfied with the project?
- What do others think of the project? Do some things need to change?
- Did participants increase skills, knowledge about something?
- Did participants change their behaviour?
- Did participants' health improve?
- Did crime reduce?
- How did the staff members do?



## Implementing the project

10. **Develop a communications plan** – how will you get participants for your project?

11. **Organize your activities** - Follow and update the activity plan

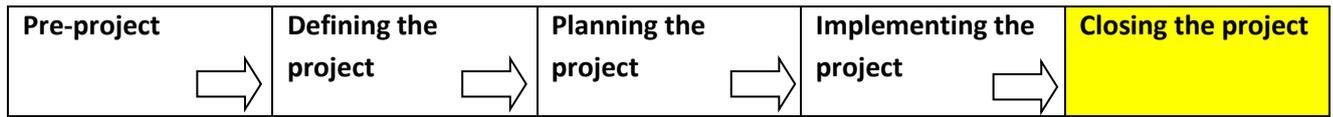
Planned activity	Tasks and by whom	Timeline (when will the activity take place?)

**12. Fill in the expected expenses when get funding agreement, and start to keep track of the budget**

Activity	Expected expenses (Write down all the expected funding you will get)		Actual expenses (what was actually spent?)
	Description	Amount	Amount
Salaries and benefits		\$	\$
Travel		\$	\$
Materials		\$	\$
Infrastructure costs		\$	\$
Other costs		\$	\$
Administration costs		\$	\$
<b>Total expected expenses</b>		\$	
<b>Total actual expenses</b>			\$

**13. As you collect information on how your project is doing, fill in the ‘Actual Results’ column:**

<b>Objective</b>	<b>Activity</b>	<b>Evaluation question – What did you want to know?</b>	<b>Indicators – What information did you collect to answer the question?</b>	<b>How did you collect it?</b>	<b>Who did you collect it from?</b>	<b>Expected results?</b>	<b>Actual results</b>
Ex.  100% participants increased knowledge in how to prevent suicide	Ex.  5 workshops on preventing suicide	Ex.  How many participants completed the training?  How many partners were involved?  Did the participants increase their knowledge on how to prevent suicide?  Were the participants satisfied with the training?  In long-term how many times were participants able to prevent a suicide?	Ex.  # participants that completed the training  % participants increased their knowledge  % participants satisfied and their feelings  # times participants prevented a suicide / # people they helped after the workshop	Ex.  Collect # participants completed training  Questionnaire to test participants’ knowledge  Survey to assess level of participants’ satisfaction  Interview participants on satisfaction  Interview participants on who they helped and how	Ex.  Participants	Ex.  300 participants completed the training  100% participants increased knowledge in how to prevent suicide  100% participants satisfied  10 times participants able to help someone in community or prevent a suicide	Ex.  100 participants completed the training  50% participants increased knowledge in how to prevent suicide  80% participants satisfied  20 times participants able to help someone in community or prevented a suicide



## Closing the project

**14. Finalize your budget. Make sure all the payments are made. If you have any remaining money not used, call the funder to see what you need to do with the money.**

Activity	Expected expenses (Write down all the expected funding you will get)		Actual expenses (what was actually spent?)
	Description	Amount	Amount
Salaries and benefits		\$	\$
Travel		\$	\$
Materials		\$	\$
Infrastructure costs		\$	\$
Other costs		\$	\$
Administration costs		\$	\$
<b>Total expected expenses</b>		\$	
<b>Total actual expenses</b>			\$

**15. Put together the information you collected and use it for a final report for the funder to show what your results were.**

**16. Look at your results and see what worked, and what did not work. Make a list of things you need to change for next year.**