



SUCCESS FACTOR: PROJECT PLANNING

Clarify tasks, responsibilities and budgets and make related information transparently available.

OVERVIEW

Project planning is an essential part of project management, which relates to the use of schedules and financial management tools to plan and subsequently report progress within the project environment. Since the success of WASH and WRM projects depends on external stakeholders the implementing organization has to engage or at least inform the target group and other key actors in this planning process.

HOW TO

Did you establish a plan to coordinate project tasks and monitor progress?

Establish an implementation plan and progress monitoring for your project. In doing so key steps include the listing of activities and establishing the respective budgets, defining outputs and monitoring responsibilities as well as eventually progress reporting. The implementation plan should be designed to enable you to monitor whether the project is on track during its implementation. You can also use it to justify an operating budget request.

Use IQC tool Establish an implementation plan and progress monitoring.

Do you record financial data in a sorted and classified system and do you establish financial statements for your project?

By tracking and controlling expenditures you can keep project finances under control. Establish a detailed project budget calculation and setup a system for detailed project accounting to ensure sound financial management throughout the project. Such a system will also allow you to display your commitment to transparency, establish credibility, and foster confidence among your project's stakeholders (MANGO 2012).

Use IQC tool Planning and managing project finances.

RELATED TOOLS

Establish an implementation plan and progress monitoring

Planning and managing project finances

Establish terms for O&M/follow-up

Inform communities about project budget and objectives



Do you have clear descriptions/instructions for O&M requirements after the project completion?

Already during the planning phase you should discuss operation and maintenance or other project follow-up requirements with those who will be responsible after the project completion to: ensure the functioning of the services and increase the sustainability of the investments made for the well-being of the target group. For this purpose you need to organize and plan O&M/follow-up by listing the required activities. Define who should do what, engage them and generate buy in and clear out financial implications for everybody.

Use IQC tool Establish terms for O&M/follow-up.

Is the target group fully aware of the project, its the intended objectives and the available budget?

Informing your project's target group allows you to capture their concerns and generate feedback to improve the project design. This step is crucial to foster participation and eventually buy-in for your project. Moreover, transparent communication during the planning phase fosters trust and provides the basis to enable the target group to properly engage during the project implementation and follow-up. To achieve this you should clearly establish what information should be communicated, with whom, how and when.

Use IQC tool Inform communities about project budget and objectives.