

CCPR

Centrum voor Communicatie & Public Relations



Workshop: Project Management

Een introductie tot Project Management met focus op het ontwikkelen van een plan van aanpak, project communicatie management en een project proposal

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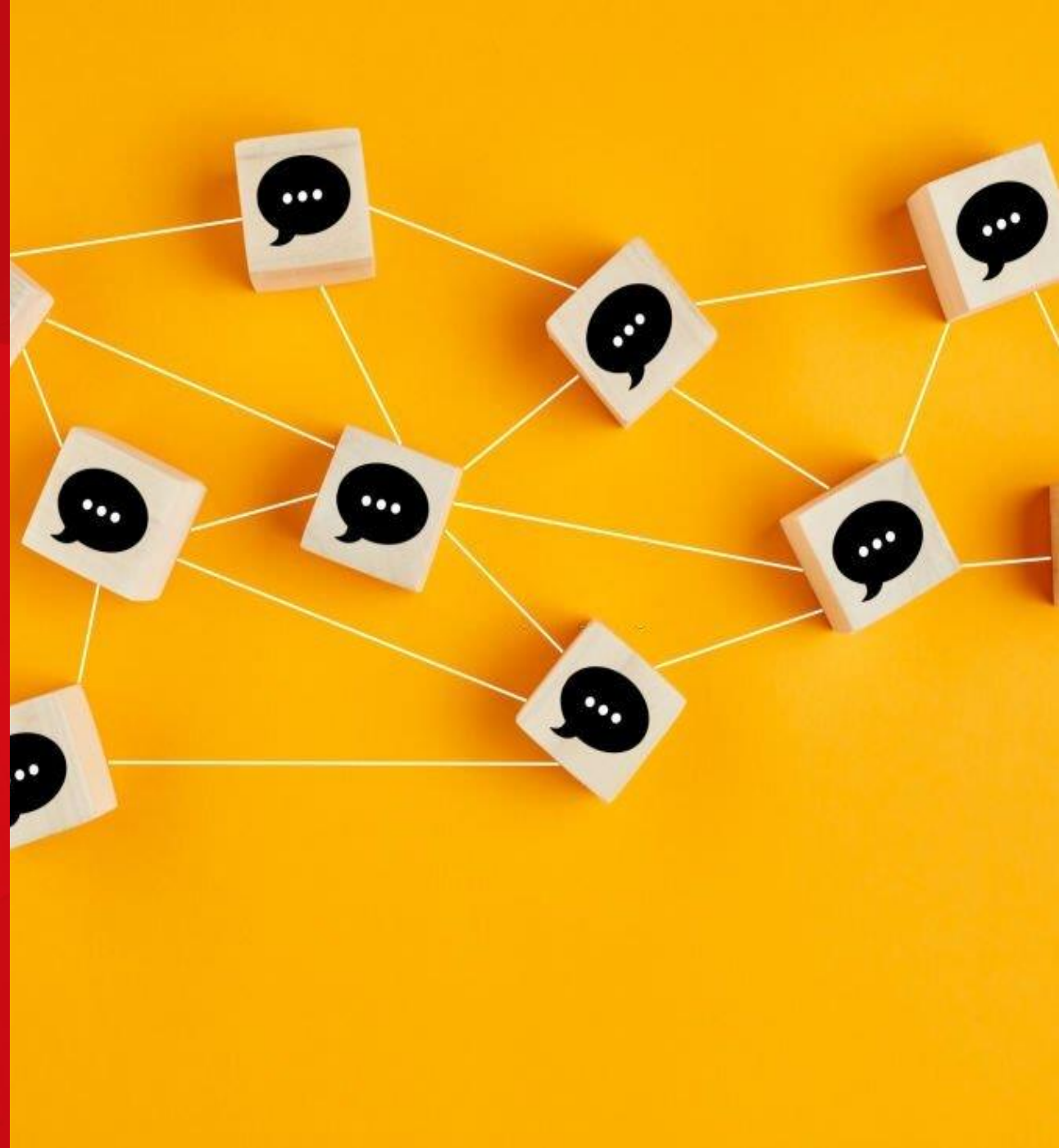




Inhoud

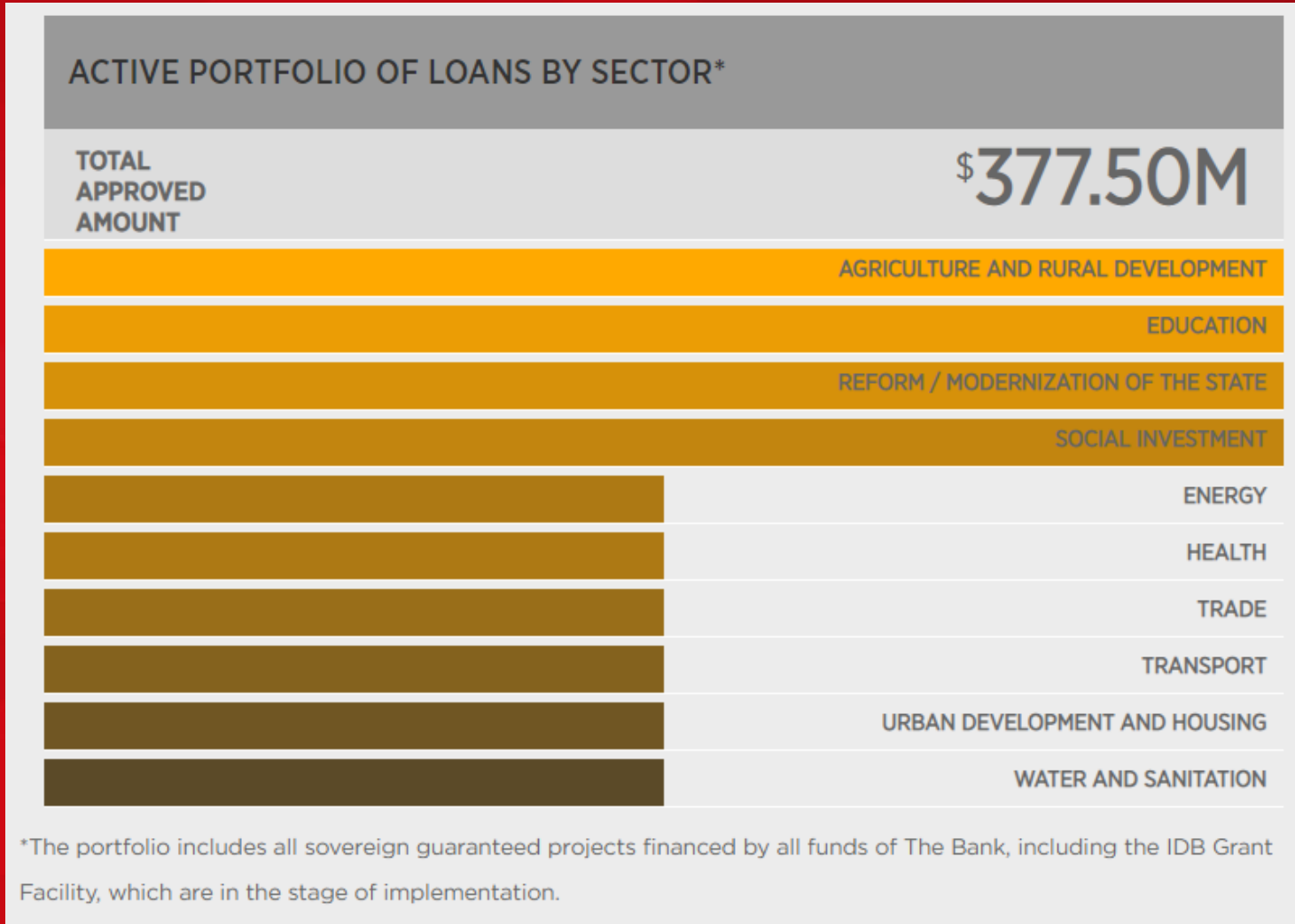
- Overzicht van projecten uitgevoerd/ in uitvoering in Suriname
- Project Management
- Project Management Proces Groepen
- Project Communications Management
- Schrijf een project proposal

Overzicht van SU projecten uitgevoerd/ in uitvoering



Projects: Interamerican Development Bank (IDB)

- Total of 290 projects since 1982
- Status: 226 Projects completed



Verschillende SU projecten in uitvoering

- The GEF Small Grants Projects

(<https://sgp.undp.org/component/countrypages/?view=countrypage&country=102&Itemid=>)

- SAMAP Completed the Signing of Fifty-One Grant Agreements with Farmers

(<https://www.fao.org/americas/noticias/ver/en/c/1320406/>)

- CDB: POWER PROJECTS SURINAME

(<https://www.caribank.org/work-with-us/procurement/procurement-notice/power-projects-suriname-0>)

COUNTRY PROGRAMME SNAPSHOT

1997

Start Year

147

Number of GEF Projects

US\$ 4,141,314

GEF Grant Amount

US\$ 2,624,824

Co-Financing in Cash

US\$ 2,235,057

Co-Financing in Kind

US\$ 320,904

Non-GEF Grant Amount

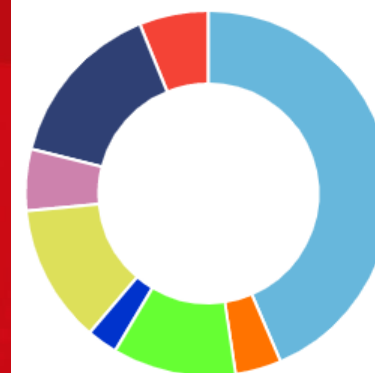
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Number of Non-GEF Projects

156

Total Number of Projects

COUNTRY PORTFOLIO BY AREA OF WORK



- Biodiversity
- Capacity Development
- Chemicals and Waste
- Climate Change Adaptation
- Climate Change
- International Waters
- Land Degradation
- Multifocal area



Wat is Project Management?



Initiate

Planning

Execute

Close



Develop Project Charter



Identify Stakeholders



Develop Project Management plan



Plan scope management



Plan Schedule management



Plan Cost management



Plan Quality management



Plan Risk Management



Plan Procurement Management



Plan Stakeholder Management



Plan HR Management



Plan Communication



Direct and Manage Project work



Produce deliverables



Perform Quality Assurance



Manage Communication



Human resources



Manage Stakeholder Engagement



Conduct Procurement



Control Quality

Verified deliverables



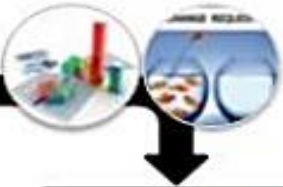
Accepted deliverables



Validate Scope



Monitor & Control Project Work



Perform Integrated change Control



Close Procurement



Close Project or Phase



Control Schedule



Control Cost



Control Scope



Control Communication



Control Procurement

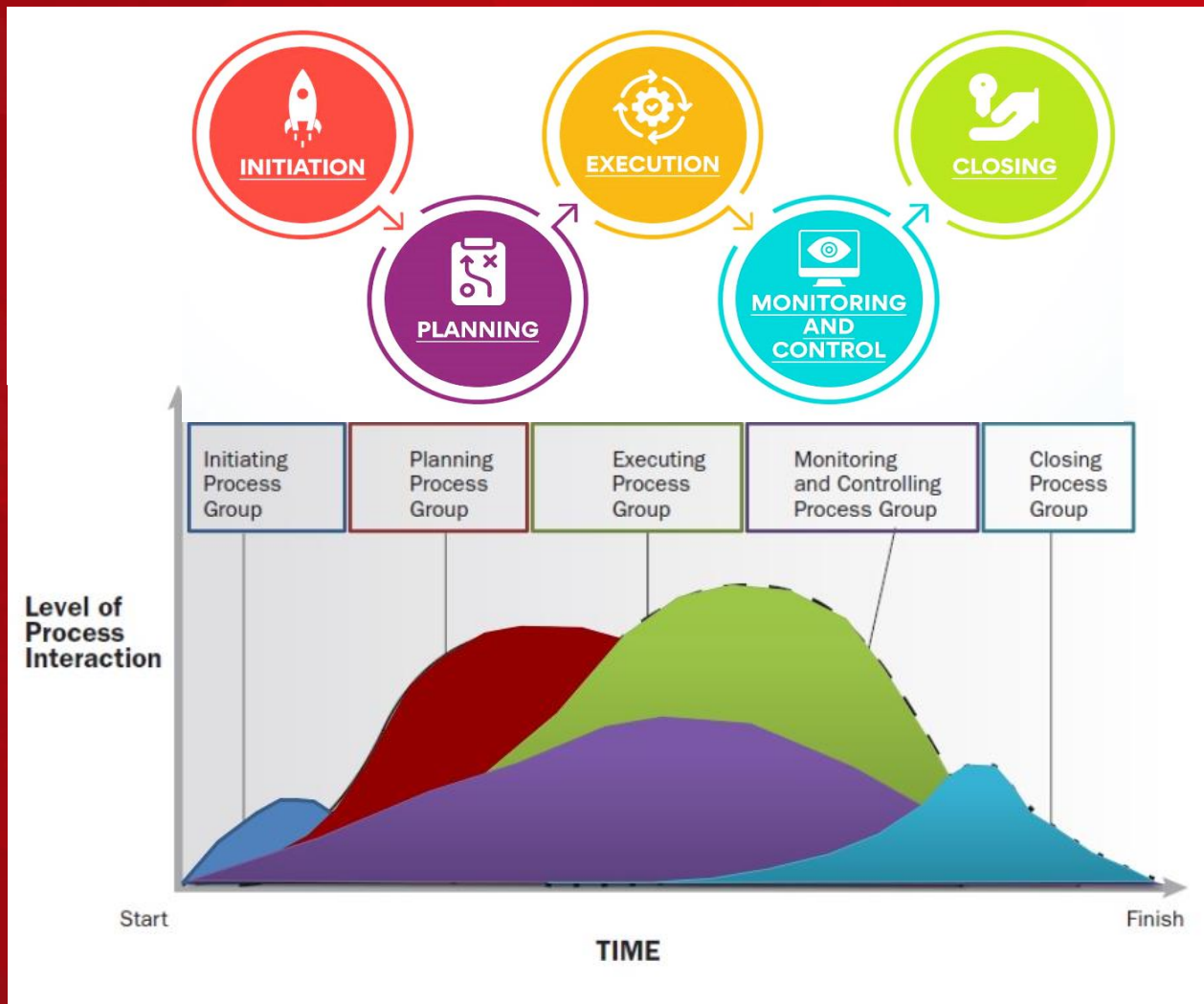


Monitor and Control



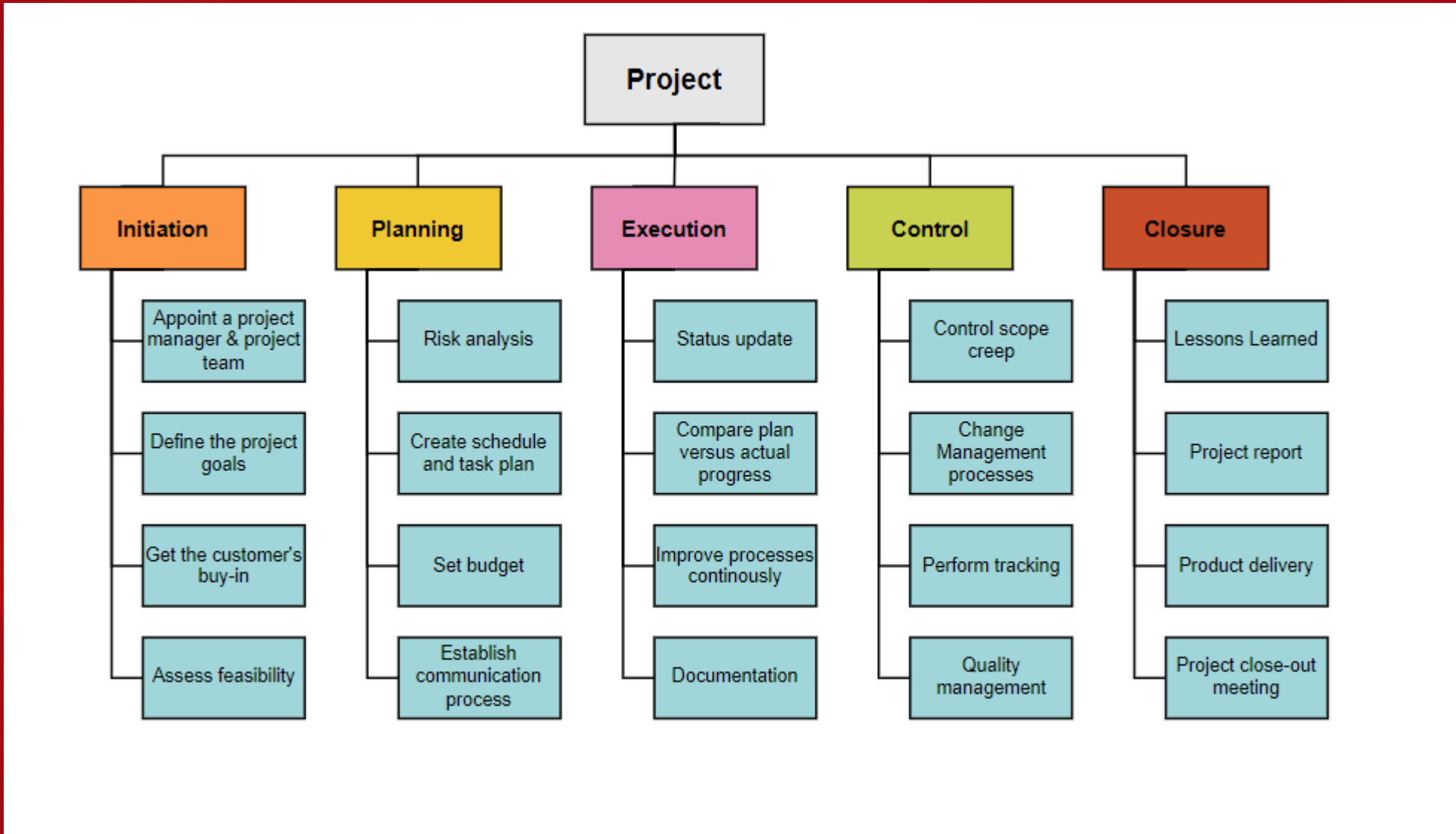
Control Stakeholder

Project Management: process groups



- **Initiatie:**
 - Visie
 - Verwachtingen van de stakeholders
- **Planning:**
 - Scope
 - Doelen
 - Werkzaamheden/activiteiten
 - Verwachte resultaten
 - Budget
 - Schedule
- **Uitvoering**
- **Monitoring & controle**
- **Afsluiting**

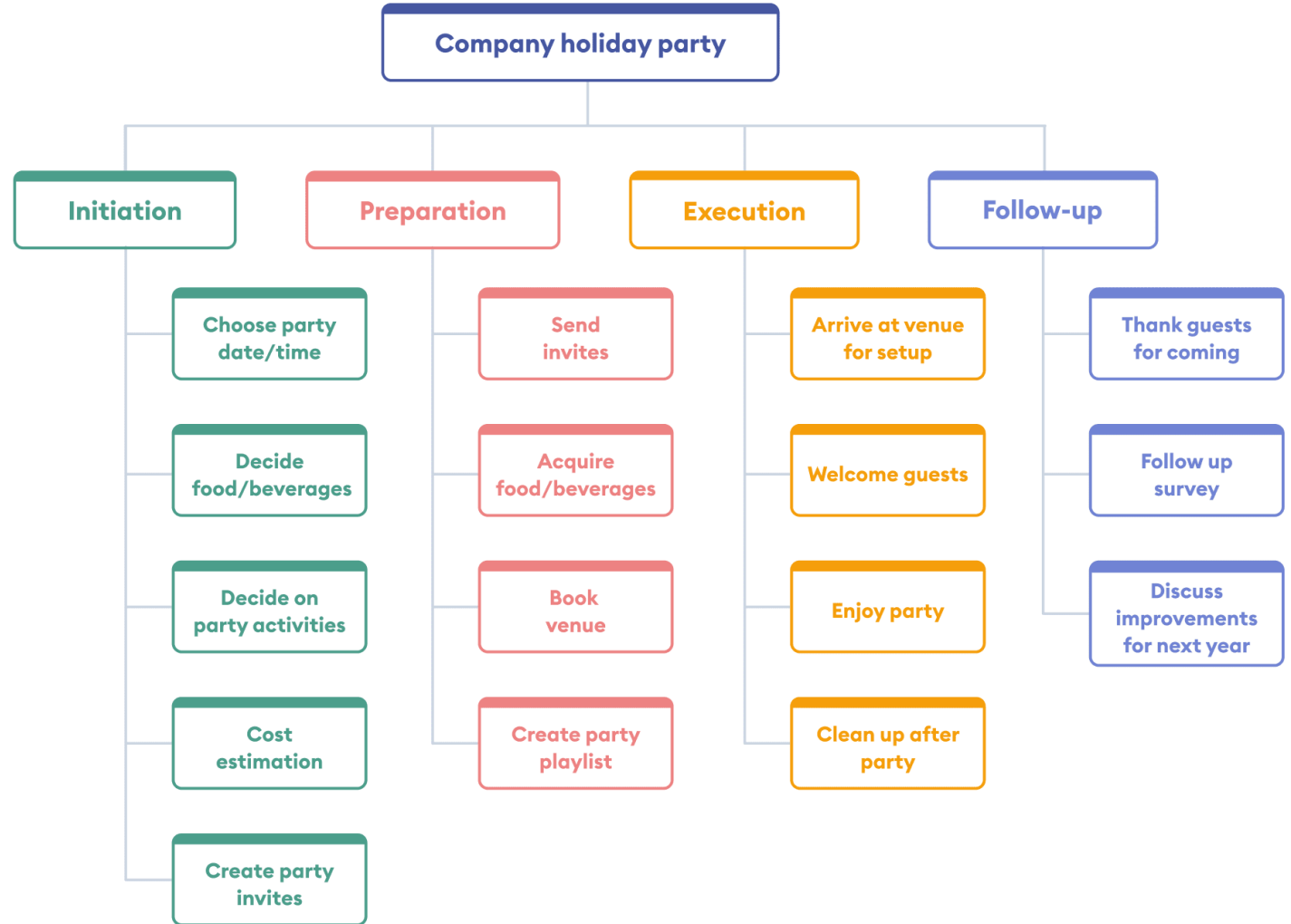
Work Breakdown Structure (WBS)_1




Work Breakdown Structure (WBS)_2

Work Breakdown Structure Example

A WBS can be applied to just about any type of project. Here is a basic example of what a finished WBS looks like in practice



Work Breakdown Structure (WBS)_3


Tillery Manufacturing 

PM

Home, Add, Refresh, Undo, Redo, Copy, Paste, Delete, Print, Search, Filter, Lock, Settings

ALL	TASK NAME	DURATION	PLANNED START...	PLANNED FINISH ...	ASSIGNED	PERCENT COM...	PRIORITY
1	Ideation	4 days	3/24/2022	3/29/2022		100%	Medium
2	Market Research	1 day	3/24/2022	3/24/2022	George Phillips	100%	High
3	Product Requireme...	2 days	3/25/2022	3/28/2022	Mike Horn	100%	Very Low
4	Feasibility Analysis	1 day	3/29/2022	3/29/2022	Mike Horn	100%	Medium
5	Stakeholder Feedba...	1 day	3/29/2022	3/29/2022	Brandon Gray,M	100%	Very Low
6	Design	14 days	3/30/2022	4/18/2022		80%	Medium
7	Engineering Drawings	4 days	3/30/2022	4/4/2022	Samantha Cum	100%	Medium
8	3D Rendering	2 days	4/5/2022	4/6/2022	Samantha Cum	100%	Critical
9	3D Printed Prototype	7 days	4/7/2022	4/15/2022	Daren Hill,Geor	75%	Medium
10	Stakeholder Feedba...	1 day	4/18/2022	4/18/2022	Samantha Cum		Low
11	Prototyping	11 days	4/6/2022	4/20/2022		19%	Very High
12	CNC Part Creation	1 day	4/19/2022	4/19/2022	Tara Washingtc		Medium
13	Product Assembly	1 day	4/20/2022	4/20/2022	Tara Washingtc		Low
14	Durability & Stress T...	7 days	4/6/2022	4/14/2022	Tara Washingtc	25%	Medium
15	Pre-production	96 days	4/21/2022	9/1/2022			Critical
16	New Production Eq...	3 days	4/21/2022	4/25/2022	Daren Hill		Medium
17	Supply Chain Sourci...	1 day	4/26/2022	4/26/2022	Mike Horn		Medium
18	Product Documenta...	90 days	4/27/2022	8/30/2022	Samantha Cum		Medium
19	Translation Services	1 day	8/31/2022	8/31/2022			

MAR, 27 '22 APR, 3 '22



PM
Govalle Construction

☰
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📈
📅
📄

Health ?

- Time: 14% ahead of schedule.
- Tasks: 12 tasks to be completed.
- Workload: 0 tasks overdue.
- Progress: 14% complete.
- Cost: 42% under budget.

Tasks 🔗 ⚙️ ?

● Not Started (10) ● Complete (6) ● In Progress (2)

Progress 🔗 ⚙️ ?

- Contracts: 100%
- Design: 80%
- Procurement: 19%
- Construction: 0% |
- Post Const...: 0% |
- Project Clo...: 0% |

Time 🔗 ⚙️ ?

● Ahead ● Behind ● On Time

Planned Comple...	0%	
Actual Completion	14%	<div style="width: 14%; height: 10px; background-color: #27ae60;"></div>
Ahead	14%	<div style="width: 14%; height: 10px; background-color: #27ae60;"></div>

Cost 🔗 ⚙️ ?

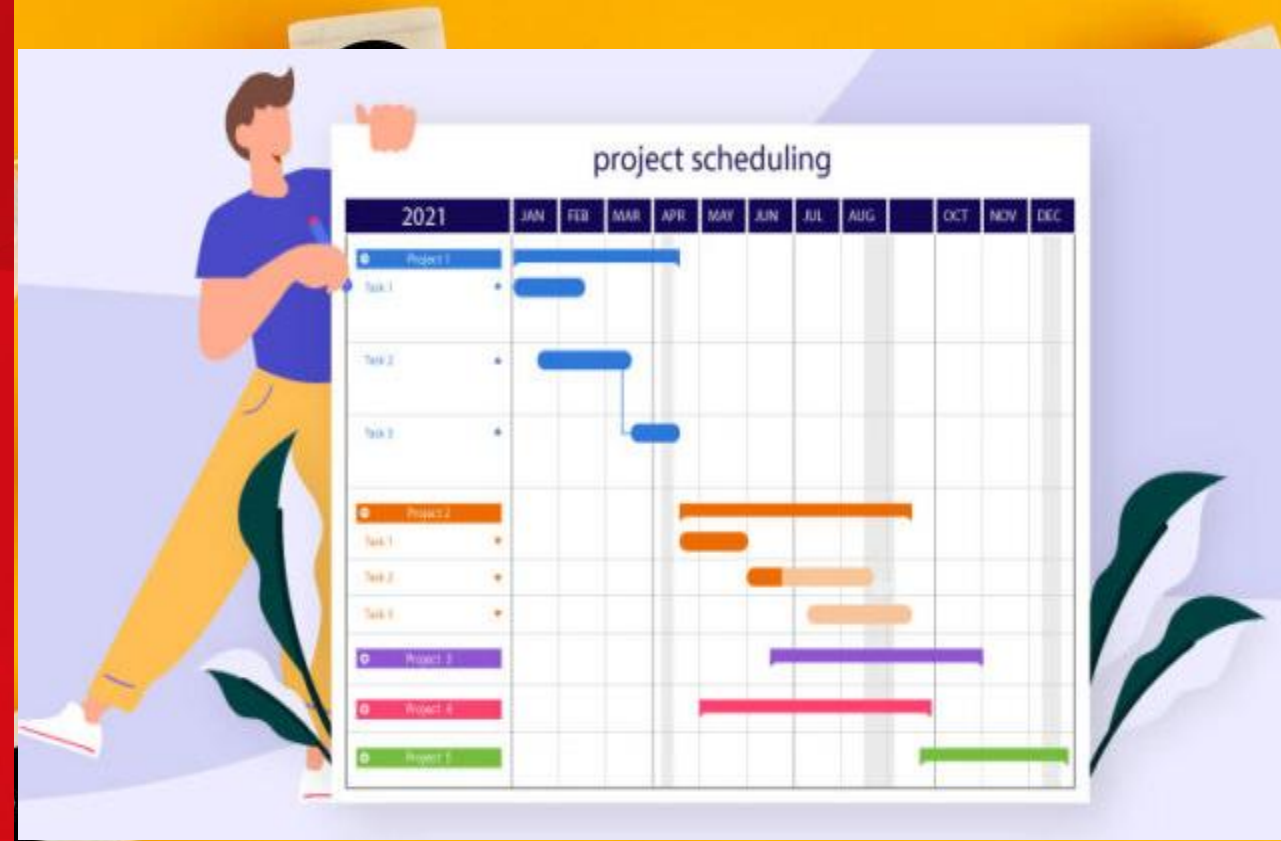
● Actual ● Planned ● Budget

Workload 🔗 ⚙️ ?

● Completed ● Remaining ● Overdue

Person	Completed	Remaining	Overdue
Mike	4	0	0
Jennifer	2	2	0
Brandon	0	1	0
Sam	0	3	0
George	0	1	0

- Maak een plan van aanpak
 - Wat
 - Hoe
 - Waarmee
 - Wie
 - Wanneer
 - Resultaat

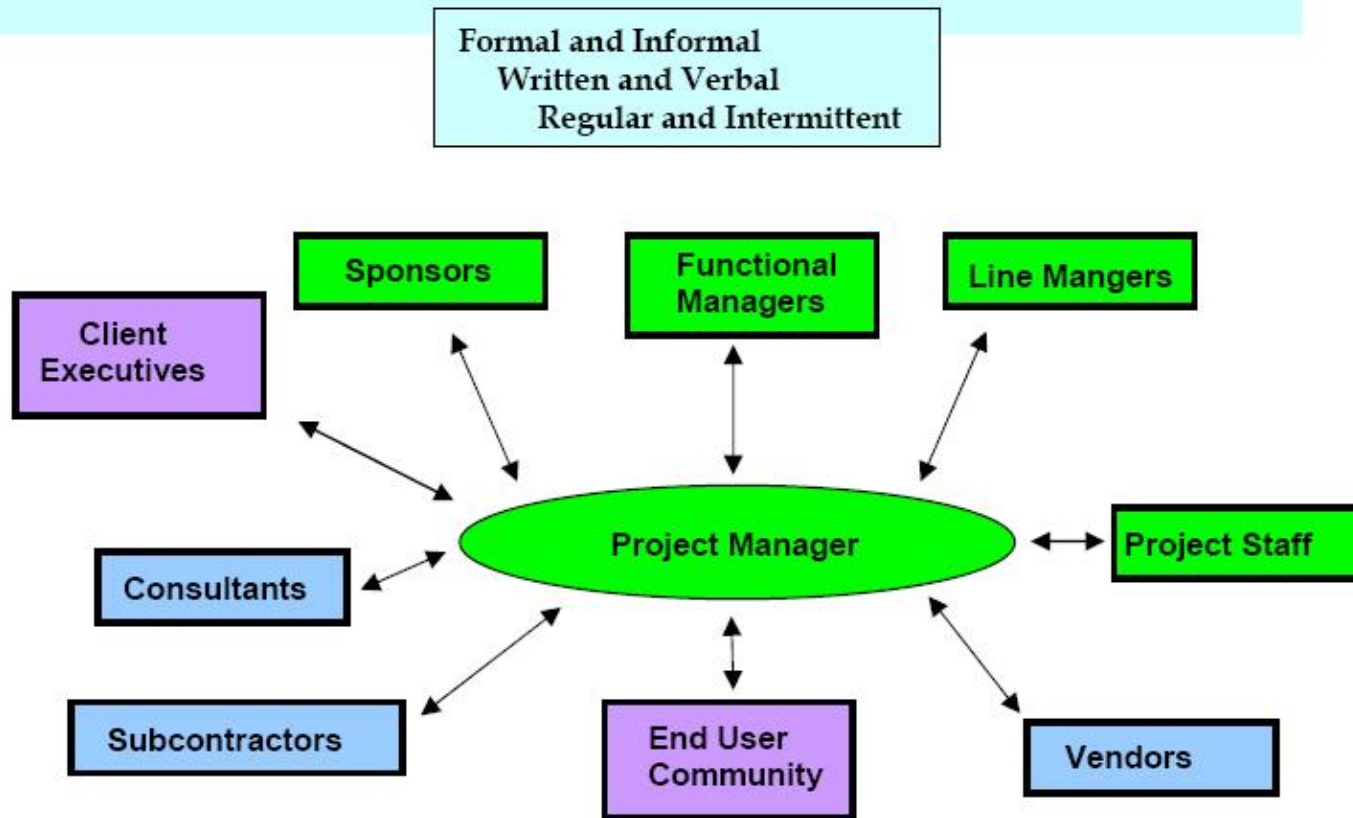


Plan van aanpak

Wat	Hoe	Waarmee	Wie	Wanneer	Resultaat

Project Communications Management _ 1

Identify Key Stakeholders, and Build Communication Channels

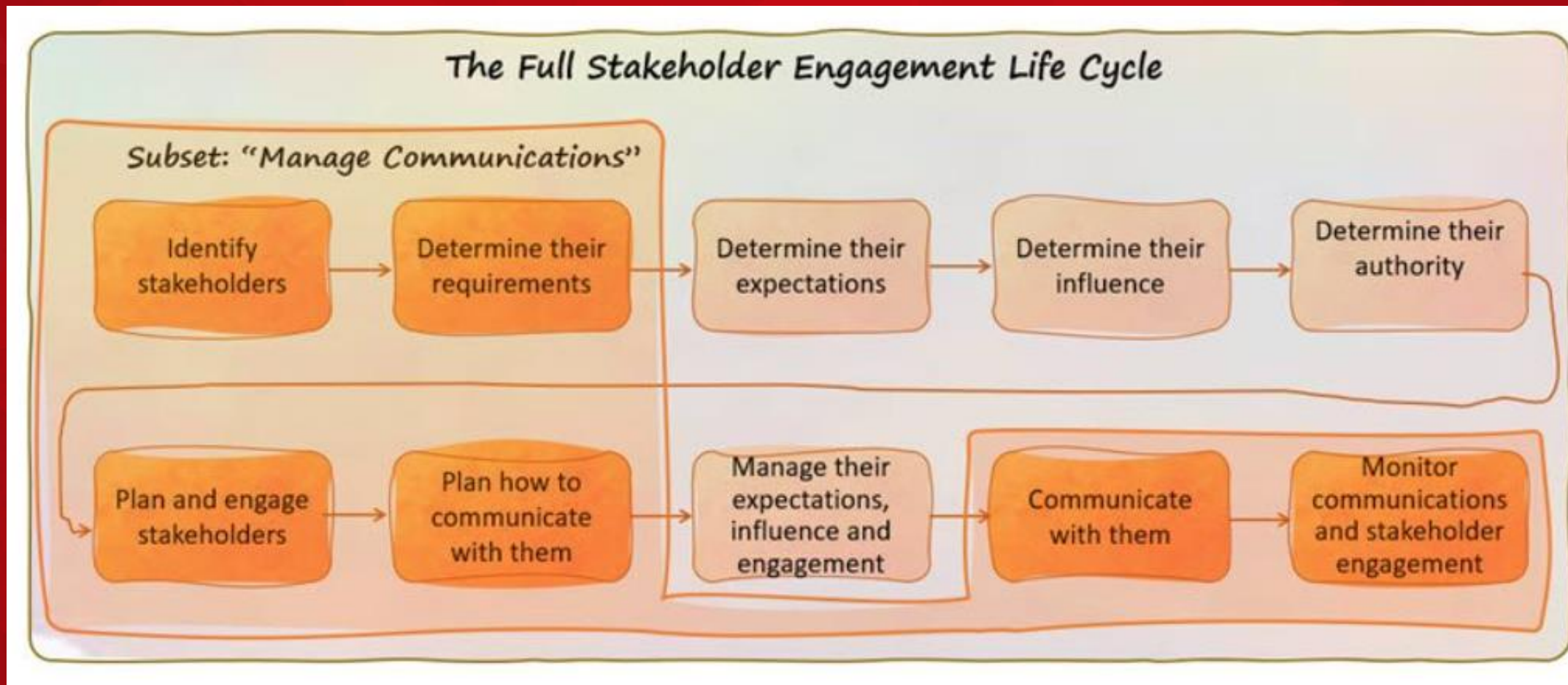


“A failure to communicate is a common cause for project failure.”

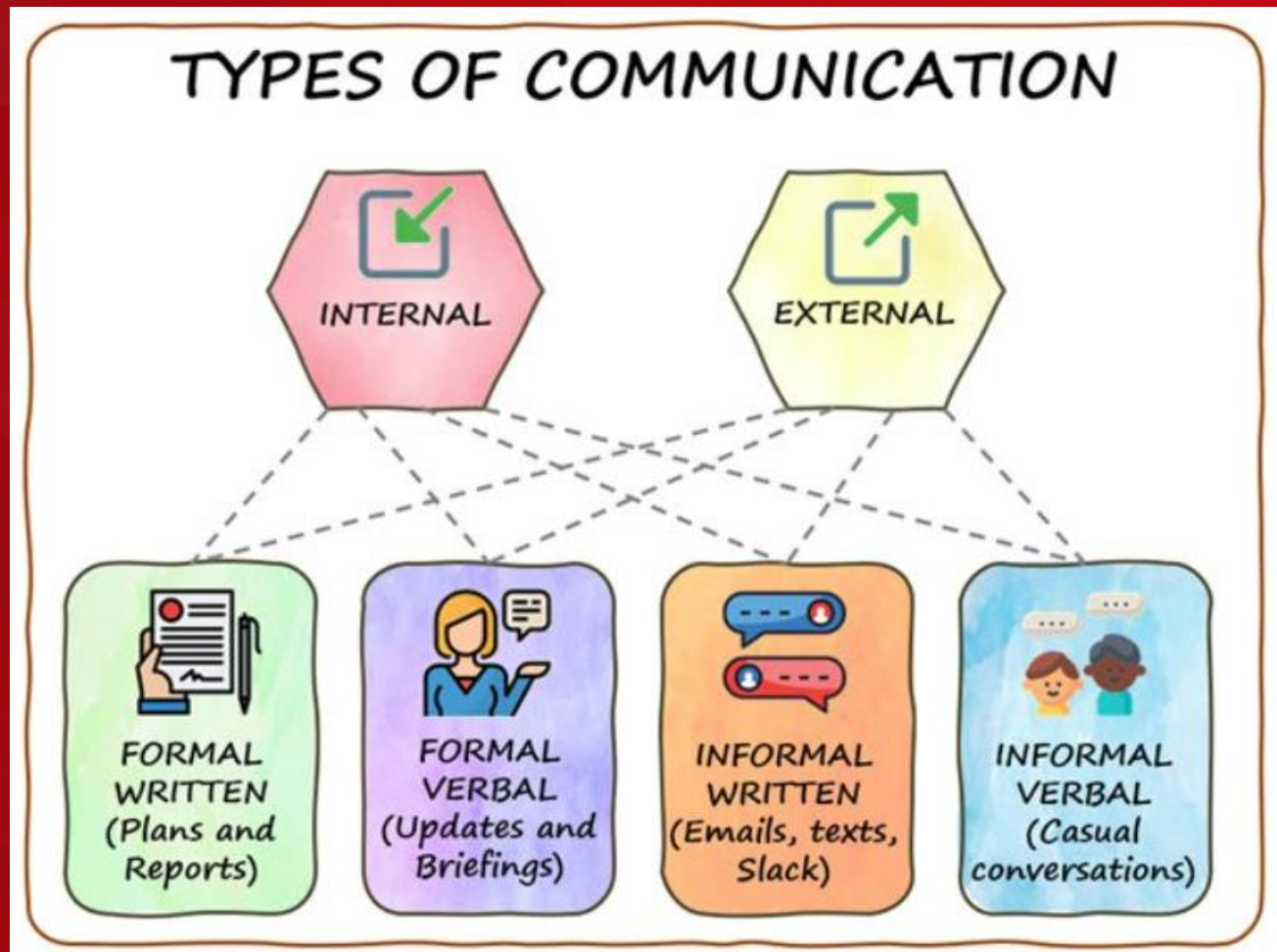
Project Management Institute
(2022)



Project Communications Management _ 2



Project Communications Management _ 3



CASUS



Stakeholder Register

Stakeholder Name	Contact information	Project Role	Project Requirements	Project Concerns	Impact and Influence Scores
Mary Pulaski	(123) 1234567 mpulaski@hmail.com	Sponsor	Compelling UI, fast and responsive	Delays, cost over runs, poor reacti	●●● ■■■
Libby Kipling	(123) 2345678 kippling@hmail.com	Project Manager	Completion to scope, schedule, budget & q	Tech viability, Disappointed Sp	●●● ■■□
Jeff Harris	(123) 3456789 jharris@hmail.com	Product Manager	Fully functional app with all high priority	Ready for trade show, slower tha	●●● ■■■
Mitchel O'Keath	(123) 4567890 mokeath@hmail.com	PMO Representative	Alignment with IS strategy, integration	Citizen dev. risks, dependencies on	●○○ ■□□
Sanjiv Patel	(123) 5678901 sapatel@hmail.com	Steering Committee Mbr	Competitive advantage, ROI	Industry reception, costs	●○○ ■■■
Joe Corbitt	(123) 6789012 cuttiemie@hmail.com	Development Team Member	Delight the users, gain team lead exper	Team skills, lack of Xcor experien	●●○ ■□□

Casus

Communication Management Plan

Communication Type	Objective of Comm.	Format	Frequency	Audience	Owner	Deliverables
Kick-Off Meeting	Introduce the project, manage expectations, set	Meeting	One-Time	All Core Project Stakeholders	Project Manager	Meeting Minutes, Updated Charter
Status Report	Report of the status of the pro	Document, emailed	Weekly	All Core Project Stakeholders	Project Manager	Status report, issues log, risk log
Steering Committee	Clear issues, review performa	Meeting	Monthly	Steering Comm, PM, others as n	Project Manager	Meeting Minute Action items, up
Task Board	Show work planned, in prog	Information radiator	Real-time	All Core Project Stakeholders	Development Team	Phys task board and electronic ver
Lessons Learned Review	Capture lessons for future projec	Meeting	One-Time	All Core Project Stakeholders	Project Manager	Lessons Learned Report



Schrijf een project proposal



Project beschrijving _1

- Project achtergrond



Project beschrijving _2

- Project samenvatting
 - [Geef een korte samenvatting van het project. Beschrijf het probleem dat aangepakt zal worden, de project doelen en de doelgroep]



Project beschrijving _3

- Belanghebbenden

[Welke belanghebbenden en samenwerkende partners zullen worden betrokken bij het project en op welke manier?]



Project beschrijving _4

- Aannames en risico's

[Is de uitvoering van het project/activiteiten gebaseerd op aannames? Zo ja, welke zijn deze? Welke risico's zijn daaraan verbonden, ma.w. wat kan er mis gaan als de aannames anders uitpakken?]



Logisch raamwerk

[Zie voorbeeld voor de opzet hieronder. Verander de kolommen naar behoefte. Let op dat de nummering door gevolgd moet worden zoals hieronder aangegeven.]

Resultaten	Activiteiten	Indicatoren	Wijze van verificatie
Doel 1.[beschrijf het doel]			
Resultaat 1.1[beschrijf het resultaat]	1.1.1[beschrijf de activiteit]		
	1.1.2		
	1.1.3		
Resultaat 1.2	1.2.1		
	1.2.2		
Doel 2.			
Resultaat 2.1			
Resultaat 2.2			
Resultaat 2.3			
Etc.			

Samenvatting budget

[Geef per activiteit de totale kosten aan. Hierbij is het verplicht kosten op te nemen voor de participatie van 2 personen van de aanvragende/uitvoerende organisatie aan de evaluatie bijeenkomst in Paramaribo. Het gedetailleerde budget moet in de Excel sheet worden ingevuld. Voeg zonodig rijen/kolommen toe]

Activiteit	Kosten per activiteit SRD	Donor bijdrage SRD	Eigen bijdrage SRD
1.1[naam activiteit]			
1.2			
1.3			
Etc.			
TOTALE KOSTEN SRD			



VRAGEN?

