



Managing Projects

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PROJECTS = OPPORTUNITY

"Some men see things as they are and ask 'why?'; I dare to dream of things that never were and ask 'why not?'."

(George Bernard Shaw)



£ PROJECT FUNDING £

- IDENTIFY
- SECURE
- MANAGE



SECURE FUNDING - PREP

1. KNOW / ENGAGE YOUR FUNDING BODY

"Seek first to understand, and then to be understood." (Dr Stephen Covey)

- Objectives, agendas
- Buzz words
- Funds available
- Exactly what activity will they fund?
- Funding duration
- Projects previously funded
- Funding application system to follow
- Named person – build relations



SECURE FUNDING – PREP

2. KNOW/ ENGAGE YOUR ORGANISATION

- Objectives
- Objectives mapped to funding body
- Potential to deliver desired outputs
 - currently (resources, capacity etc)
 - potential to change to deliver
- Assess risks and gains of project
- Assess/Gain buy in/support for project



SECURE FUNDING - PREP

3. KNOW/ENGAGE YOUR COMPETITION

- Are you in competition?
- Who is your competition?
- What are their strengths / weaknesses compared to yours?
- What is their funding history
- What is your relationship to your competitors?
- Competition or Partnership?



SECURE FUNDING - PREP

4. KNOW/ENGAGE KEY STAKEHOLDERS

- Identify stakeholders / partners
- Work together to specify roles/ responsibilities/accountability
- Create a shared vision
- Work together on bids / proof reading etc.



SECURE FUNDING – BID WRITING

- Use desired template
- Clear aim/rationale, objectives and outputs (mapped to funding body)
- Specify scope, schedule, approach and costs – this is plan draft 1
- Language – succinct, structured, specific – use buzz words (speak their language)
- Length - not too long! "This report, by its very length, defends itself against the risk of being read." (Sir Winston Churchill.)

SECURE FUNDING – BID WRITING

COSTS e.g.

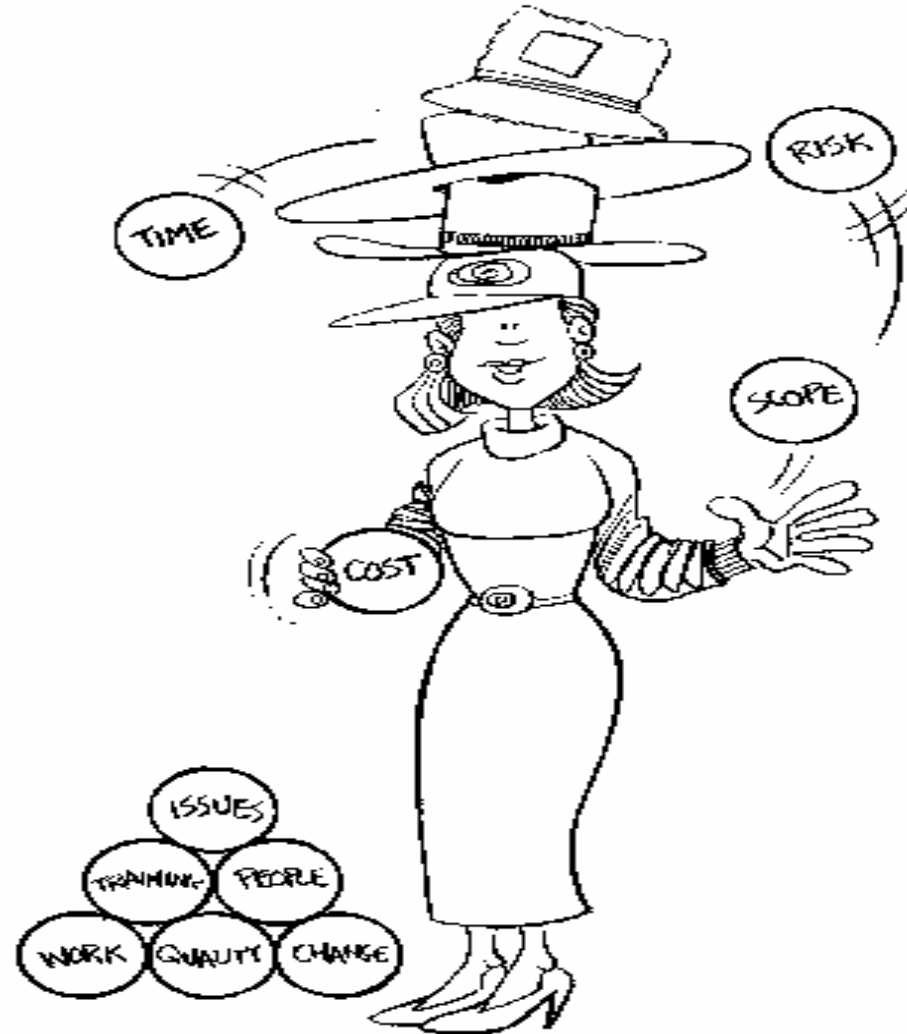
- Capital / Expenditure?
- Development / Delivery / Admin
- Travel / Childcare / Refreshments etc.
- Capacity building / training
- Time for monitoring, evaluation, dissemination
- Don't forget on-costs
- Contingency planning
- Talk to Finance Manager – buy in (commitment to ring fence funds)
- KEY – COST EFFECTIVE £££

SECURE FUNDING – BID WRITING

PROOF READ BID FOR:

- Content – mapped objectives and outputs; partners; clear schedule, time frames, and costs
- Feasibility – realistic time frames, costs, is your plan sustainable?
- Style – Innovative? Motivational? – What makes you stand out from the crowd? 'sell the crunch, not the apple'
- Language – positive 'can do', clear, succinct and considered "Words are, of course, the most powerful drug used by mankind." (Rudyard Kipling)
- Structure – well organised thoughts = well organised project plan
- Spelling, grammar, calculations etc.

The Project Manager



MANAGE PROJECTS

Immediately Clarify:

- A Project Plan – outputs, timescales, resources
- Stakeholders / Teams / Steering Group etc
- Accountability, ownership, roles, responsibilities
- Communication lines / meeting schedules
- Monitoring and Evaluation QA procedures
- Audit / Evidence required by stakeholders and funding body
- Mechanisms / system for claiming funds – from funding body, through your organisation to your dept.



MANAGE PROJECTS - GENERAL

- Plan Plan Plan "When you are thirsty, it's too late to dig a well." (Japanese Proverb.)
- Problem Solve – think differently "We cannot solve our problems with the same level of thinking that created them." (Albert Einstein)
- Utilise the strengths of all - "I not only use all the brains I have, but all I can borrow." (Woodrow Wilson)
- Keep accurate records of everything, including all money spent "If you tell the truth you don't have to remember anything." (Mark Twain)



MANAGE PROJECTS - GENERAL

- Keep the team focused and motivated - "Understanding human needs is half the job of meeting them." (Adlai Stevenson)
- Accept it - you will make mistakes "A life spent in making mistakes is not only more honorable but more useful than a life spent doing nothing." (George Bernard Shaw)
- Expect the unexpected "Feather and down are padding, changes and contingencies will be real events." (unknown)
- Manage change – don't be a slave to it "Anything that can be changed will be changed until there is no time left to change anything" (unknown)

MANAGE PROJECTS - GENERAL

- Lead your project – 100%, take calculated risks "Success is not the result of spontaneous combustion. You must set yourself on fire." (Fred Shero)
- Keep focused on time, money, quality, your objectives and outputs "Remember, activity is not achievement" (unknown).
- Have the confidence to be flexible "Stay committed to your decisions, but stay flexible in your approach" (Tony Robbins)
- Share successes "It is amazing what you can accomplish if you do not care who gets the credit." (Harry S Truman)