

Akampurira Abraham

Project Planning and Management

An Aspect of Development



Anchor Academic Publishing

disseminate knowledge

**Abraham, Akampurira: Project Planning and Management. An Aspect of Development.
Hamburg. Anchor Academic Publishing 2014**

Buch-ISBN: 978-3-95489-134-4

PDF-eBook-ISBN: 978-3-95489-634-9

Druck/Herstellung: Anchor Academic Publishing, Hamburg, 2014

Bibliografische Information der Deutschen Nationalbibliothek:

Die Deutsche Nationalbibliothek verzeichnet diese Publikation in der Deutschen Nationalbibliografie; detaillierte bibliografische Daten sind im Internet über <http://dnb.d-nb.de> abrufbar.

All rights reserved. This publication may not be reproduced, stored in a retrieval system or transmitted, in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the prior permission of the publishers.

Das Werk einschließlich aller seiner Teile ist urheberrechtlich geschützt. Jede Verwertung außerhalb der Grenzen des Urheberrechtsgesetzes ist ohne Zustimmung des Verlages unzulässig und strafbar. Dies gilt insbesondere für Vervielfältigungen, Übersetzungen, Mikroverfilmungen und die Einspeicherung und Bearbeitung in elektronischen Systemen.

Die Wiedergabe von Gebrauchsnamen, Handelsnamen, Warenbezeichnungen usw. in diesem Werk berechtigt auch ohne besondere Kennzeichnung nicht zu der Annahme, dass solche Namen im Sinne der Warenzeichen- und Markenschutz-Gesetzgebung als frei zu betrachten wären und daher von jedermann benutzt werden dürften.

Die Informationen in diesem Werk wurden mit Sorgfalt erarbeitet. Dennoch können Fehler nicht vollständig ausgeschlossen werden und der Diplomica Verlag, die Autoren oder Übersetzer übernehmen keine juristische Verantwortung oder irgendeine Haftung für evtl. verbliebene fehlerhafte Angaben und deren Folgen.

Alle Rechte vorbehalten

© Anchor Academic Publishing, Imprint der Diplomica Verlag GmbH
Hermannstal 119k, 22119 Hamburg
<http://www.diplomica-verlag.de>, Hamburg 2014
Printed in Germany

Table of Contents

Chapter One.....	1
1. Introduction	1
1.1. What is a project?	1
1.1.2. Project Life Cycle.....	1
Chapter Two	4
2. PROJECT PLANNING AND ANALYSIS.....	4
2.1. Planning for Project Implementation	4
2.2. Key issues of Planning for implementation	5
2.2.1. Project organization (structure).....	5
2.2.2. Project implementation plans	5
2.2.3. Functions of planning.....	5
2.2.4. Areas of planning	5
2.2.5. Role of the planner in the implementation activity	6
2.2.6. Factors that affect plan implementation	6
2.2.7. Why planning is important.....	6
Chapter Three	7
3. PROJECT MANAGEMENT	7
3.1. Major goals in project management.....	7
3.2. Types of management in the Project Cycle.....	8
3.2.1 Integration management.....	8
3.2.2. Scope Management	8
3.2.3 Time management	8
3.2.4. Cost management	8
3.2.5. Quality Management.....	8
3.2.6. Project communication management	8
3.2.7. Project Human resources management	9
3.2.8. Project risk management	9
3.2.9. Project procurement management.....	9
3.3. Logical Framework Matrix	10
3.3.1. Feasibility and Viability Analysis and Decision Making.....	12
3.3.2. Feasibility Study.....	13
3.3.3. Feasibility Analysis and Appraisal Projects.....	15
3.3.4. Need Analysis	16
3.3.5. Problem/ Need Analysis.....	18
3.3.6. Need and Needs Assessment.....	20

3.3.7. Capacity Assessment.....	22
3.3.8. TRADITIONAL PROJECT CYCLE AND NEW PROJECT CYCLE	24
Chapter Four	36
4. MONITORING	36
4.1. Monitoring indicators.....	37
Chapter Five	40
5. EVALUATION.....	40
5.1. Importance of information gathering, analysis and application.....	40
5.2. Project Information System.....	42
5.3. Information Users.....	43
5.4. Kind of information needed for Monitoring and Evaluation	44
5.5. How to ensure that the information is accurate and reliable	45
5.6. How to ensure that the information is relevant to user needs	45
5.7 How to ensure that information is available on time	46
Chapter Six	49
Winding up.....	49
6. Introduction	49
6.1. Data collection.....	49
6.2. Data analysis	49
6.2.1. Analyzing data for Monitoring and Evaluation.....	49
6.3. Report writing	50
References	52

Chapter One

1. Introduction

1.1. What is a project?

A project comprise a series of activities (investments) that aim at solving problems within a given time frame with a clear set of objectives for man's benefit. It is an undertaking that involves the commitment of scarce resources in the expectation of future benefits. According to Heagney (2012: 2), a project should have a definite starting and end point (time), a budget (cost), or a certain magnitude of work and specific performance. Before achieving the objectives, a project goes through several stages of a project cycle.

The Project life Cycle refers to a logical sequence of activities to accomplish the project's goals or objectives. Regardless of scope or complexity, any project goes through a series of stages during its life. The first stage is the birth phase or Identification. In this stage the outputs and critical success factors are defined. This is followed by a Planning phase, characterized by breaking down the project into smaller parts/tasks. In the Execution phase, the project plan is executed, and lastly a Closure or Exit phase, marks the completion of the project. The project cycle has seven stages, each stage links with the preceding one and leads forward to the next one. These include Identification, Preparation, Appraisal, Implementation, Monitoring and Evaluation and winding up.

1.1.2. Project Life Cycle

