

TORQAID PARTICIPATORY PROJECT MANAGEMENT (PPM)¹ WORKSHOP 2020



- ✓ *Are you involved in community development project management initiatives either across Australia or globally ?*
- ✓ *Are you a not-for-profit, government, or private development company employee; or development or humanitarian practitioner, consultant, volunteer or student who wants to improve your project management skills?*

If so, then this workshop is for you.

The Workshop

Run at a suitable location within either Australia, or the Asia-Pacific region. This accredited workshop is designed for up to 24 PPM practitioners

Facilitator

Mr Chris Piper, TorqAid (www.torqaid.com) Director and Senior Trainer/Facilitator, with assistance from the contracted client as requested.

Assignment/Accreditation/ Advanced Standing

Eligible participants who complete the workshop, together with follow-up assignments, can apply for advanced standing/accreditation in specialised post-graduate level programs as offered by Murdoch or Charles Sturt Universities. See page 4 for more details.

Fees and Costs

Fees and costs for this workshop will be negotiated between TorqAid and the client in question.

Further Information

Mr Chris Piper, TorqAid Director on + 61 (0)412 497317 or pipercm@iprimus.com.au

Participants

The PPM clientele for this contracted workshop include government, not-for-profit, private organisation employees, as well as development or humanitarian practitioners, consultants, volunteers or students who are involved in community development initiatives both across Australia and globally.

Outcomes

The intended outcome of the workshop, particularly when accompanied by the follow-up assignment, is:

To provide the required understanding and skills across the Project Management Cycle (PMC) to enable the PPM course participant to better understand; plan for; implement; and evaluate effective community development project management initiatives.

¹ The link to this workshop is www.torqaid.com/ppm-generic

PPM Overview

Since 2002, over 65 Participatory Project Management (PPM) workshops² have been delivered across Australia and overseas. The examples and case studies for the PPM training in 2020 are largely drawn from Australia, and the Asian-Pacific region. The TorqAid Project Management Cycle (PMC) diagram lies at the heart of the PPM, and this diagram³ has, over the years, been developed and modified with input from PPM students⁴. The PMC illustrates diagrammatically the key components of the Planning, Implementation and Post-implementation Stages of any community development project. The Project Design Document (PDD), which is the basis for any project proposal or submission is, furthermore, the result of this planning process.

The PPM workshop is highly participatory in nature, and various easy-to-use participatory tools are introduced. Chief amongst these is the Ten Seed Technique (TST) which is used to identify and rank community strengths and challenges. A practical TST exercise is carried out in the PPM, with prioritised challenges then analysed using a 'Cause & Effect' approach. This methodology is complementary to the more systematic 'Logical Framework Approach (LFA)', which is also covered later in the PPM.



Objectives and performance indicators are explained, and these are subsequently incorporated into both the project's Monitoring and Evaluation (M&E) framework, as well as components of the LFA's Logframe (LF) Matrix. A systematic risk management approach⁵ is also explained, with risk being covered in both the Project Design Document (PDD) and the LF Matrix. Finally, there are brief comments made on financial management, training, administration, training and leadership.

Feedback from previous participants

A truly participatory workshop to learn about Participatory Project Management ! *Federico Marcon, World Vision Australia, Melbourne PPM*

The workshop reminded me of useful tools (eg TST) that I have not used for a long time, and introduced me to new ones (eg LF Matrix). I'll be recommending to my team to undertake this training in the future. *Jean Roberts, Kimberly Aboriginal Medical Services Council, Alice Springs PPM*

Chris has helped provide a useful foundation for Singapore-based volunteer sending organizations, to professionalise their projects and implement practical tools. *Joshua Chan, Manager, Singapore International Foundation (SIF), Singapore PPM*

Really found the group exercise helpful, it made me think much more clearly, and cemented the tools and processes in my head ! *Jo Arnold, Himalayan Development Foundation Australia Inc., Melbourne PPM*

² As well as nearly 40 Participatory Disaster Risk Management (PDRM) workshops – see www.torgaid.com/drm-generic

³ See Appendix B for this, as well as www.torgaid.com/resources for a jpeg version of this

⁴ For example, the 2020 edition of the PMC is the 25th version of this diagram

⁵ This being the ISO 31000 risk management framework which lies at the heart of emergency management across Australia, New Zealand, the Pacific, and a number of other global countries

Workshop Itinerary

The PPM is an intensive 3 day workshop covering the following modules:

Module 1	Introductory Comments
Module 2	The Project Management Cycle (PMC)
Module 3	Guiding Principles & Key Project Management Issues
Module 4	Useful Participatory Tools
Module 5	Needs Analysis. Identifying Community Strengths & Challenges
Module 6	Setting Objectives. Performance Indicators. Monitoring & Evaluation (M&E)
Module 7	Risk Management
Module 8	The Logical Framework Approach (LFA)
Module 9	Final Comments

The following is a suggested itinerary for a three day PPM workshop, although this can be modified, expanded or contracted, depending on the needs and requests of the client in question.

Morning/Afternoon sessions	Day 1	Day 2	Day 3
Morning session # 1	Module 1 Module 2	Module 5 – reporting on practical work	Module 7
Morning session # 2	Module 3	Module 5 – reporting on practical work	Module 8
Afternoon session # 1	Module 4	Module 6	Practical work/ case study
Afternoon session # 2	Module 5 Practical work	Practical work/ case study	Module 9

TorqAid/Workshop Facilitator

TorqAid – www.torqaid.com is an Australian-based development and humanitarian consultancy which has been operating since 1992. Over 65 accredited PPM workshops have been facilitated both across Australia⁶ and overseas⁷ since 2002. Overseas PPM locations have included Fiji, PNG, Indonesia, Singapore, India, Afghanistan and Albania.

This course will be largely taught by Mr Chris Piper, the TorqAid Director and Senior Trainer/Facilitator. Chris is a skilled and qualified Global Development and Humanitarian Practitioner, Trainer and Humanitarian Researcher.



Assignments/Accreditation/Advanced Standing

The workshop, when accompanied by assignments, is an accredited course for otherwise eligible students studying postgraduate Development Studies at Murdoch University or the Charles Sturt University (CSU) Emergency Management program. A copy of this 2020 assignment can be accessed through the following link:

<http://www.torqaid.com/ppm-generic-assignment>

Bibliography/Follow-up Material

A compendium of useful background PPM resources for the Global Development or Humanitarian Practitioner can be accessed from the TorqAid toolkit – see

www.torqaid.com/torqaid-toolkit

TorqAid Contact Details

Interested in finding out more ? If so, contact:

Mr Chris Piper, TorqAid Director, PO Box 13, Torquay VIC 3228, Australia.

Tel: + 61 (0)41 2497 317. pipercm@iprimus.com.au www.torqaid.com

Photos

Page 2: PPM Ten Seed Technique (TST) exercise carried out in West Bengal, India

Page 3: Chris on UN Mission in Cox's Bazar, Bangladesh



⁶ Australian Locations have included Melbourne, Canberra, Sydney, Brisbane, Nhullunbuy, Darwin, Alice Springs, and Adelaide

⁷ Overseas locations have included Papua New Guinea (PNG), Fiji, Indonesia, Singapore, India, Afghanistan and Albania

APPENDIX A. SUMMARY OF THE MATERIAL COVERED IN THE PPM MODULES

Module 1. Introductory Comments

- Introductions. Intended Workshop Outcomes
- Examples from Outback Australia, Pacific and South Asia
- Useful Resources (TorqAid Toolkit)

Module 2. The Project Management Cycle (PMC)

- Genesis of PMC. Three main Stages – Planning, Implementation & Post-Implementation
- Importance of Relationship Building & Community Interaction
- Planning Stage leading to Project Design Document (PDD) & Project Proposal. Strengths, Weaknesses, Opportunities, Threats (SWOT) Analysis
- Implementation Stage. Work Schedule (Gantt Chart). Monitoring. Reports. Reviews
- Post Implementation Stage. Sustainability. Evaluations

Module 3. Guiding Principles & Key Project Management Issues

- Development & Humanitarian Principles, Laws, Standards & Codes of Conduct
- Vulnerability Issues
- Stakeholders & Coordination
- Spatial Dimensions, Maps, Geography, Climate & Logistics
- Understanding the Background Context

Module 4. Useful Participatory Tools

- The Ten Seed Technique (TST)
- Identifying and ranking Community Strengths using the Ten Seed Technique (TST)
- Communication with Communities (CwC). Rohingya examples
- The Seasonal Calendar

Module 5. Needs Analysis. Identifying Community Strengths & Challenges

- Identifying and ranking Community Challenges using the TST
- Looking at Causes and Effects of key Challenges, as well as potential Solutions

Module 6. Setting Objectives. Performance Indicators. Monitoring & Evaluation (M&E)

- Objectives. Goal, Purpose, Outputs.
- Intended Outcomes (Goal + Purpose)
- Data Sources, Performance Indicators, Evaluation Criteria
- MEAL – Monitoring, reports, Reviews, Evaluation, Accountability, Learning

Module 7. Risk Management

- Definitions. The ISO 31000 Risk Management Process
- The Risk Matrix Diagram and Risk Management Table
- Risk & the Project Design Document (PDD) & Logframe (LF) Matrix

Module 8. The Logical Framework Approach (LFA)

- Stakeholder Identification & Analysis
- Development of Situation & Idealised Solution Trees
- Selection of Preferred Strategy & LogFrame (LF) Matrix

Module 9. Final Comments

- Financial Management
- Training/Capacity Building. Train like a Champion
- Administration & Leadership

APPENDIX B: THE PROJECT MANAGEMENT CYCLE

