**Indian Red Cross Society, National Headquarters**
# Workshop on Project Cycle Management *(with Results Based Approach)*
## *(30 July – 2 August, 2019)*
*[supported by International Committee of the Red Cross (ICRC)]*
## <u>Agenda</u>

**Day 1 (30 July)**

| Time | Topic | Methodology | Location |
|---|---|---|---|
| 09.00 – 09.30 am | Inauguration | - Welcome by IRCS Haryana state/Faridabad district<br>- Participants self-introduction<br>- Keynote addresses by IRCS State branch senior management representatives and other guests<br>- Rules of the workshop and premises | Main hall |
| 9.30 – 10.00 am | Expectations and objectives of the workshop | - Individual feedback<br>- Group discussion<br>- Introduction of 'parking lot' | Main hall |
| 10.00 – 10.45 am | Getting started -<br>- Why is it important to demonstrate results?<br>- What is a Project/Program?<br>- Project Cycle and its components (introduction only) | - Group discussion<br>- Notes taking (note pad, flip chart)<br>- group representative to summarize & share the discussion | Main hall |
| 10.45 – 11. 05 am | Tea/Coffee Break | | |
| 11.05 – 12.00 noon | ASSESSMENT/REVIEW & its role in PCM (brief session) –<br>- Importance<br>- Schedule<br>- Techniques (brief) | - Technical info sharing by facilitator<br>- Queries / comments by participants | Main hall |
| 12.00 – 01.30 pm | PLANNING (Session 1) –<br>- what is planning<br>- importance among PCM components<br>- approaches/ways for planning<br>- problem analysis, stakeholders analysis | - Technical info sharing by facilitator<br>- Queries / comments by participants | Main hall |

| 01.30 – 02.30 pm | Lunch | | |
|---|---|---|---|
| 02.30 – 03.00 pm | *Energizer – linked to the PLANNING* | *- a fun quiz/game format;*<br>*- small goodies, chocolates as prize* | Outdoor |
| 03.00 – 04.15 pm | PLANNING session 1 continue –<br>- Choosing & designing the right intervention/strategy<br>- budgeting<br>- Risks/change identification & mitigation planning | - Technical info sharing by facilitator<br>- Queries / comments by participants | Main hall |
| 04.15 – 04.30 pm | Tea/Coffee break | | |
| 04.30 – 05.30 pm | PLANNING (Session 2) – Practical exercise | - Group work for participants<br>- A potential project scenario will be given for groups to do planning | Outdoor |

## Day 2 (31 July)

| Time | Topic | Methodology | Location |
|---|---|---|---|
| 09.00 – 09.30 am | Recap of day 1 | Participatory and fun filled way – to be done by selected participants | Main hall |
| 9.30 – 10.30 am | Moving on with IMPLEMENTATION | - Technical info sharing by facilitator<br>- Queries / comments by participants | Main hall |
| 10.30 – 11.00 am | IMPLEMENTATAION – Practical exercise | - Group work for participants<br>- Project scenario from PLANNING exercise will be given for groups | Outdoor |
| 11.00 – 11-20 am | Tea/Coffee Break | | |
| 11.20 – 12.45 pm | MONITORING & EVALUATION (Session 1) –<br>- are they same? Are they different<br>- means & strategies<br>- challenges & mitigation | - Technical info sharing by facilitator<br>- Queries / comments by participants | Main hall |
| 12.45 – 01.30 pm | MONITORING & EVALUATION (Session 1) continue | - Technical info sharing by facilitator<br>- Queries / comments by participants | Main hall |
| 01.30 – 02.30 pm | Lunch | | |
| 02.30 – 03.00 pm | *Energizer - A short game with focus on* | *- a fun quiz/game format;* | Outdoor |

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| | *importance of M&E* | *- small goodies, chocolates as prize* | |
| 03.00 – 04.15 pm | MONITORING & EVALUATION (Session 2) – Practical exercise | - Group work for participants<br>- Project scenario from PLANNING exercise will be given for groups | Outdoor |
| 04.15 – 04.30 pm | Tea/Coffee break | | |
| 04.30 – 05.30 pm | What is Results-based Management?<br>- Why RBM?<br>- RBM jargon does differ slightly | - Individual inputs<br>- Technical info sharing by facilitator | Main hall |

## Day 3 (1 August)

| Time | Topic | Methodology | Location |
|---|---|---|---|
| 09.00 – 09.30 am | Recap of day 2 | Participatory and fun filled way – to be done by selected participants | Main hall |
| 9.30 – 10.45 am | - The Result Chain<br>- Definition of various levels of results (output, outcome, impact) | - Technical info sharing by facilitator<br>- Queries / comments by participants | Main hall |
| 10.45 – 11.05 am | Tea/Coffee Break | | |
| 11.15 – 12.30 pm | INDICATORS –<br>- Importance<br>- qualitative, quantitative, proxy<br>- SMART | - Technical info sharing by facilitator<br>- Queries / comments by participants | Main hall |
| 12.30 – 01.30 pm | INDICATORS –<br>Practical exercise of designing indicators | - Group work for participants<br>- Project scenario from PLANNING exercise will be given for groups | Outdoor |
| 01.30 – 02.30 pm | Lunch | | |
| 02.30 – 03.00 pm | *Energizer - A short game with focus on importance of Logical Thinking* | *- a fun quiz/game format;*<br>*- small goodies, chocolates as prize* | Outdoor |
| 03.00 – 04.15 pm | The LOGIC MODEL or LOGICAL FRAMEWORK | - Technical info sharing by facilitator<br>- Queries / comments by participants | Main hall |
| 04.15 – 04.30 pm | Tea/Coffee break | | Restaurant / Outdoor |
| 04.30 – 05.30 pm | LOGIC MODEL – | - Group work for participants | Outdoor |

| | Practical exercise of designing LM | - Project scenario from PLANNING exercise will be given for groups | |
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## Day 4 (2 August)

| Time | Topic | Methodology | Location |
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| 09.00 – 09.30 am | Recap of day 3 | Participatory and fun filled way – to be done by selected participants | Main hall |
| 9.30 – 10.30 am | Performance Measurement Framework (PMF) | - Technical info sharing by facilitator<br>- Queries / comments by participants | Main hall |
| 10.30 – 11.00 am | Result based REPORTING (session 1)<br>- its role in PCM | - Technical info sharing by facilitator<br>- Queries / comments by participants | Main hall |
| 11.00 – 11.15 am | Tea/Coffee Break | | |
| 11.15 – 01.30 pm | Result based REPORTING (session 2)<br>- DATA - importance, types, frequency, responsibility<br>- practical exercise on reporting | - Technical info sharing by facilitator<br>- Queries / comments by participants<br>- short exercises | Outdoor |
| 01.30 – 02.30 pm | Lunch | | |
| 02.30 – 03.00 pm | State specific key PCM challenges & mitigation | - Panel discussion with IRCS NHQ, state & district leadership | Main hall/ Outdoor |
| 03.00 – 03.30 pm | Learning to Action -  Personal action plan using PCM workshop learnings | - Individual and Group discussion | Outdoor |
| 03.30 – 04.00 pm | Joint evaluation of workshop | - including anonymous feedback from participants | Main hall |
| 04.00 – 04.30 pm | *An overview on Safer Access Framework* | - Technical info sharing by facilitator<br>- Queries / comments by participants | Main hall |
| 04.30 – 05.00 pm | Valedictory | -Keynote addresses by IRCS NHQ, State, ICRC and IFRC representatives<br>- Certificate distribution<br>- Group photo | Main hall |