

Professional training workshop: PCM 1 - Project planning
Introduction to the ZOPP method
Pretoria, 8 to 13 September 2002

Objectives: Participants ...

- ... know the steps of objectives oriented project planning and have used the analytic and planning tools on selected case studies;
- ... know some complementary management tools, like operational planning, monitoring and evaluation and report writing based on objectives oriented project planning and applied the on selected case studies;
- ... do have an overview on important management task throughout the project cycle (PCM);
- ... have some fun.

Programme (proposal)

Monday	9:00	Opening Programme overview Introduction: Getting to know each other Expectations of the participants Break Presentation of GAA headquarters and GAA quality management Definitions: Planing, Project, Project Cycle Management, Management What is ZOPP? History of ZOPP
	13:00	Lunch Introduction: Analysis of actors Division into groups: Discussion of examples Analysis of actors Break Presentation of results: Analysis of actors
	18:30	Daily evaluation
	Evening	Documentation and report writing
Tuesday	8:00	Presentation of participants report and review of programme Introduction: Problem analysis Group work: Problem tree Break Presentation of results: Problem tree
	12:00	Lunch Introduction: Analysis of objectives and strategy Group work: Objectives tree and strategy
	16:00	Break Presentation of results: Objectives tree and strategy
	18:30	Daily evaluation
	Evening	Documentation and report writing

Wednesday	8:00 Presentation of participants report and review of programme Introduction: Logical framework, intervention logic 10:00 Break Group work: Development Goal, project purpose Group work: Services and goods provided by the project, results, project output 12:00 Break Group work: Activities, assumptions 16:00 Break Presentation of results: Logical framework 17:30 Daily evaluation Evening Documentation and report writing
Thursday	8:00 Presentation of participants report and review of programme Introduction: Logical framework - indicators and sources of verification Break Group work: Indicators Lunch Group work: Indicators continued Group work: Sources of verification, Means and costs 15:30 Break 16:00 Presentation of results: Complete logical framework 17:00 Daily evaluation Evening Documentation and report writing Social event: Wole Soyinka "King Baabo"
Friday	8:00 Presentation of participants report and review of programme Introduction: Plan of operation (Group work: Plan of operation) optional Presentation of project and planning documents required by GAA Break Function of the Logical framework The Logical framework and monitoring 12:00 Lunch Critical aspects of ZOPP (Further training requirements on the subject of project planning and implementation) optional Outlook 17:00 Final workshop evaluation Evening Documentation and report writing