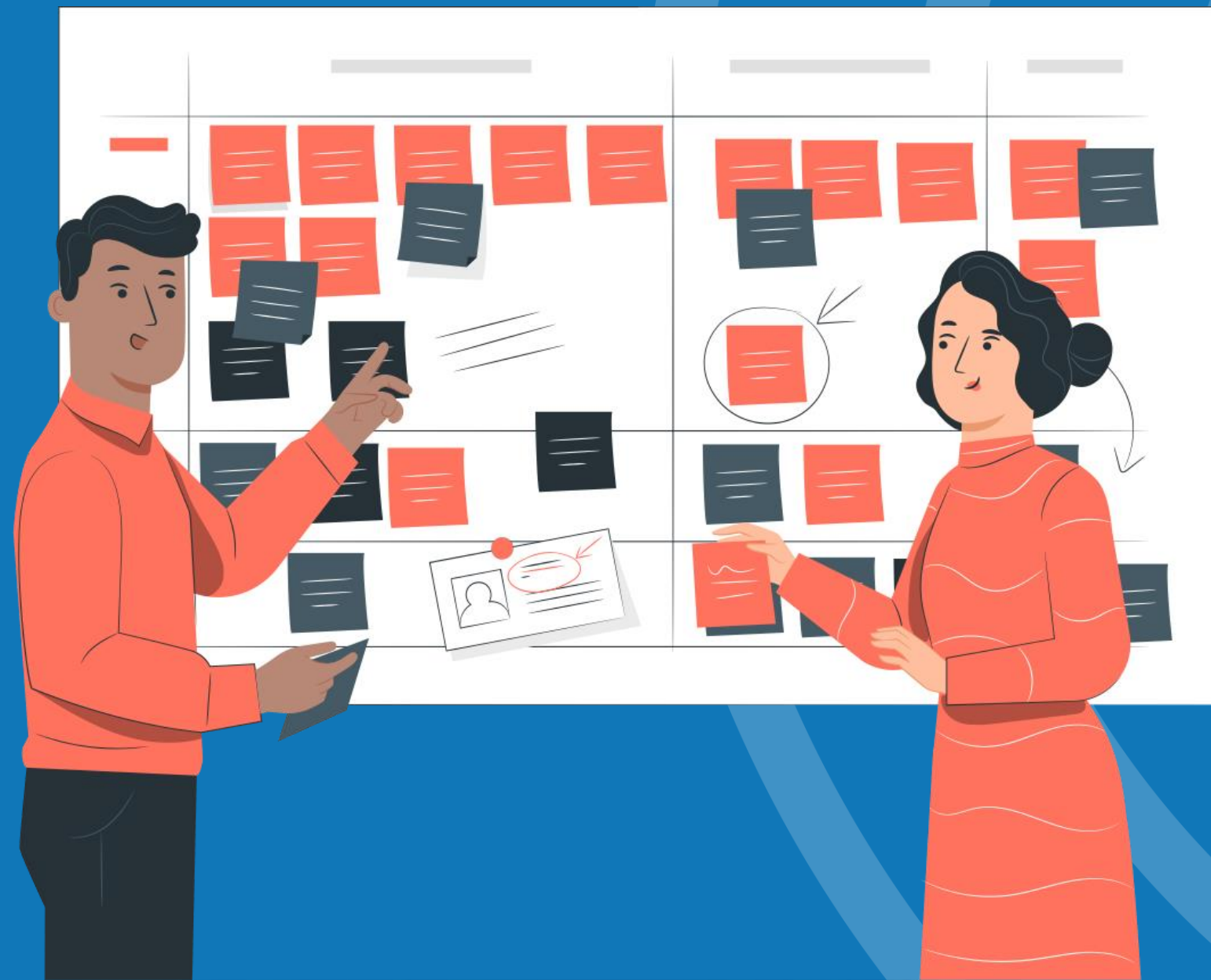
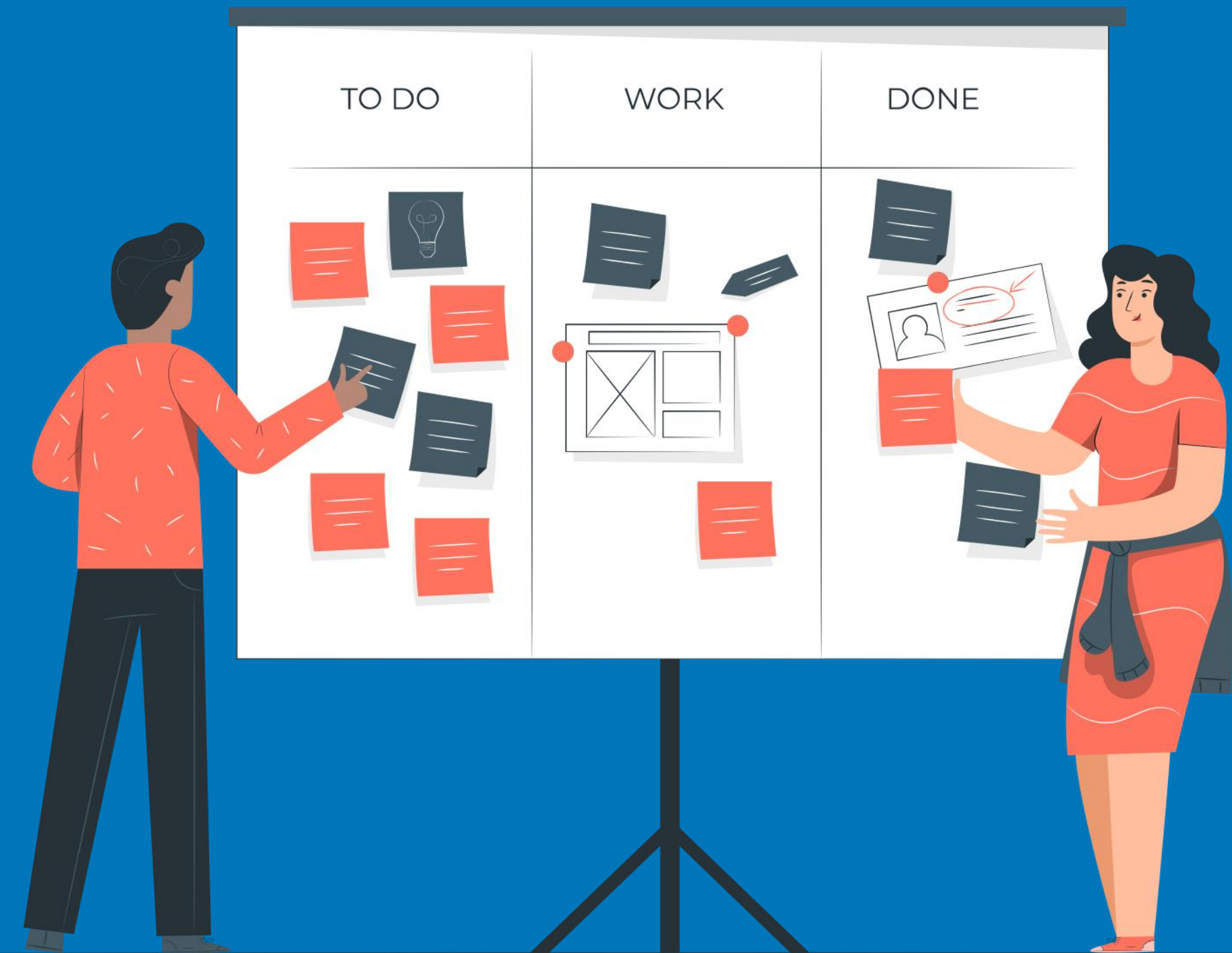


Implementation



TOPICS

- Activity / Project Implementation
- Action or Work Plan
- Problem Identification and Analysis

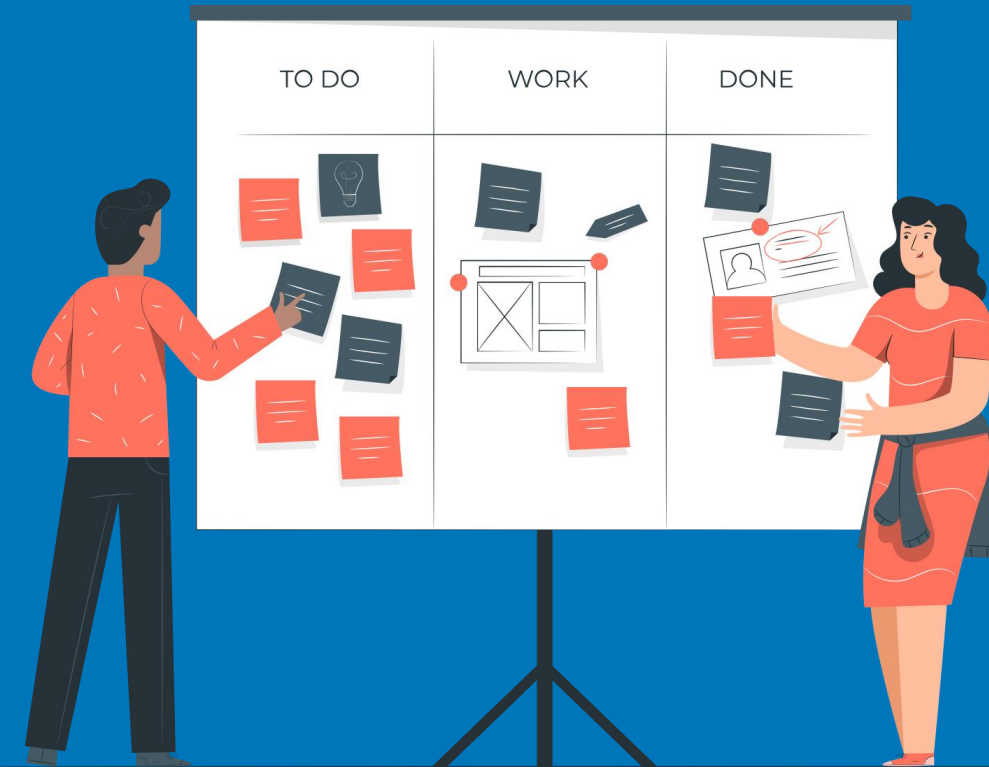


DEFINITIONS



Implementation

The process of putting a plan into effect



Action / Work

Plan Step by step plan with goals and objectives for successful implementation of project activities.



Stakeholders

All individuals and groups who have an interest in the project.

Example: Donor, local government or municipality, other partners



Beneficiaries

People who benefit from project activities

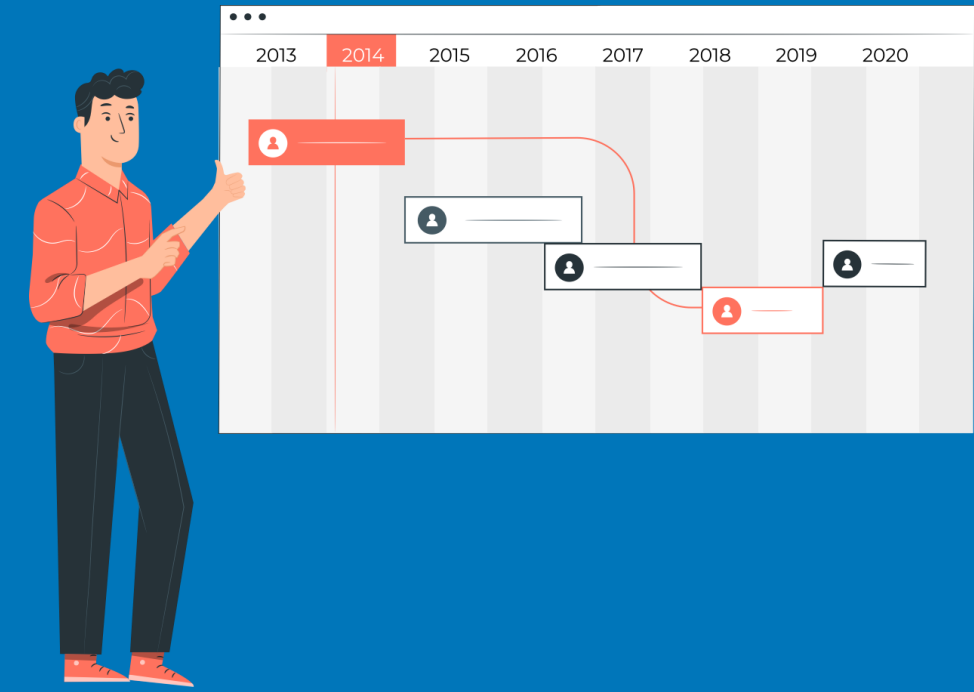
Example: Deaf members, deaf children, deaf women



BUILD A DEAF
ORGANISATION

Sustainability Plan

Ideas how to continue activities after the project ends or funding is finished



Timeline

Schedule of everything that will happen during the project, including activities and events



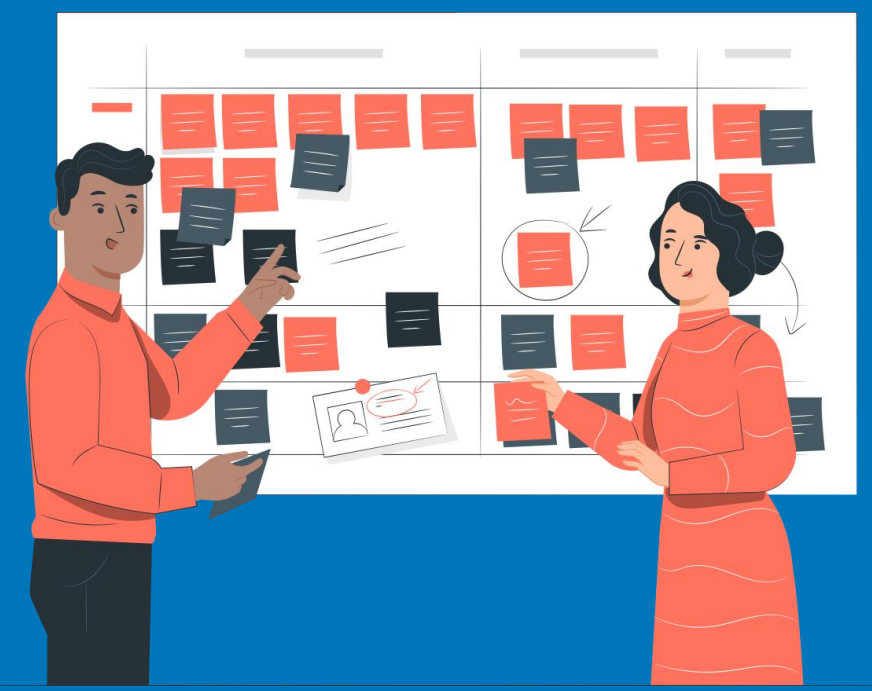
Budget

How much your project will cost and what you will pay for (staff, materials, transportation and more)



Management structure

Roles and responsibilities of different people and groups in the organisation and project work



Monitoring and evaluation

Watching and checking what happens during a project to make sure the goals are achieved

IMPLEMENTATION OF ACTIVITIES

DEAF ASSOCIATION

OUTPUTS: PROGRAMS
AND SERVICES FOR DEAF PEOPLE

TARGET GROUP: DEAF MEMBERS



HOW?

PROJECT WORK AND
ACTIVITIES

ACTIVITY PLAN THAT MEETS
GOALS AND OBJECTIVES OF YOUR
ASSOCIATION

PROVIDING
WHAT MEMBERS NEED
AND WANT



IMPLEMENTATION OF ACTIVITIES

1. PLANNING ACTIVITIES

2. ACHIEVING RESULTS

3. BUDGET

4. ACTIVITIES MATCH
YOUR ORGANISATION AND
WHAT YOUR MEMBERS
WANT



PROJECT IMPLEMENTATION

IMPLEMENT ACTIVITIES
AS PROPOSED IN
PROJECT APPLICATION

ACHIEVE PROJECT
OBJECTIVES

DELIVER RESULTS
AND OUTPUTS

MONITOR PROGRESS
COMPARED TO WORK
PLAN



WHAT YOU NEED IN PROJECT IMPLEMENTATION

ORGANISED
PROJECT TEAM

EFFECTIVE
MONITORING OF
PROJECT
PROGRESS

EFFECTIVE
MONITORING OF
BUDGET
EXPENDITURES

PROJECT MANAGER
OR SOMEONE ELSE
TO TAKE BY OVERALL
MANAGEMENT

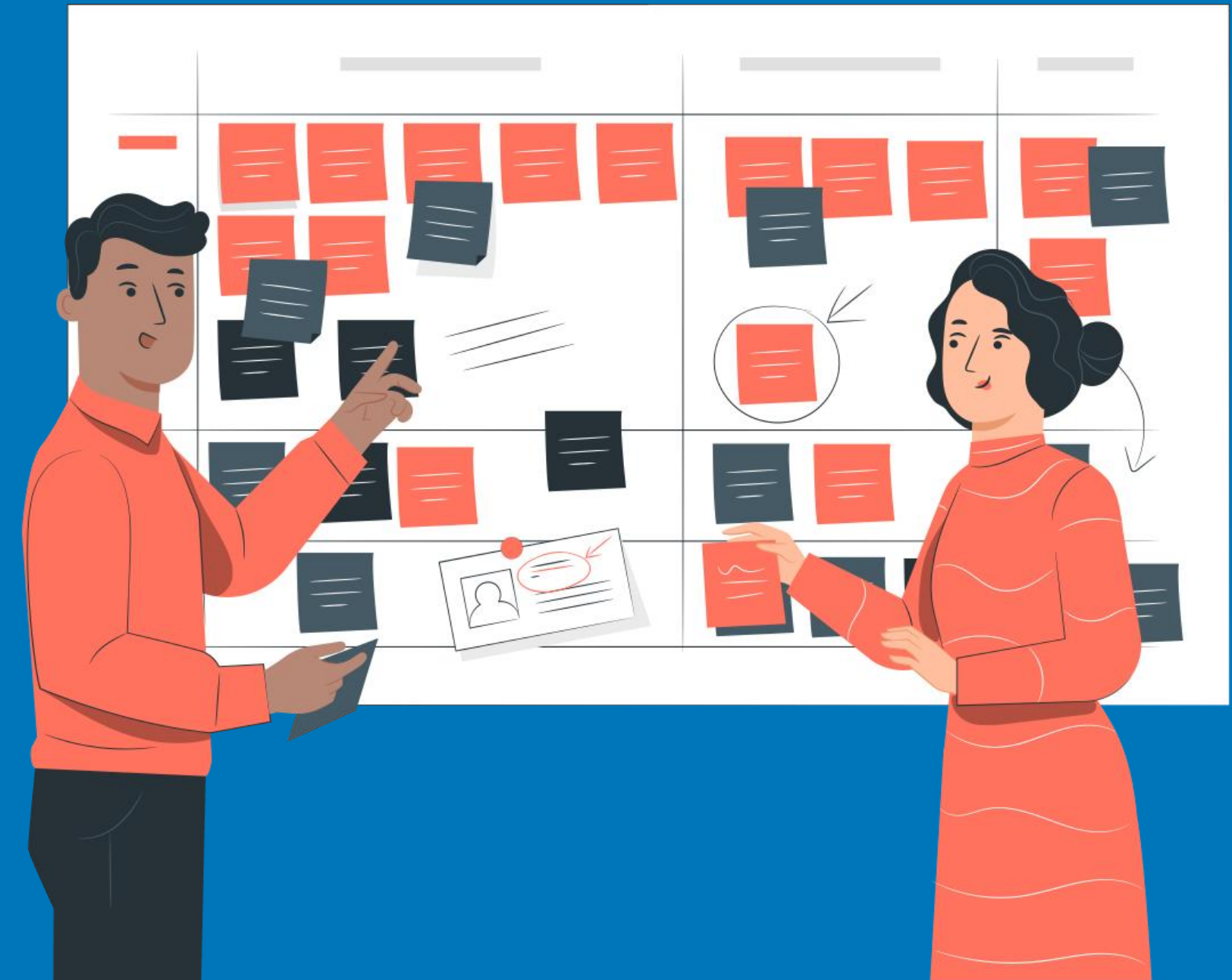
EFFICIENT
MANAGEMENT SYSTEM

FLEXIBLE TO
CURRENT NEEDS AND
CHANGED SITUATIONS



PROJECT APPLICATION AS GUIDELINE FOR IMPLEMENTATION

- Baseline for project implementation
- Helps to track progress
- Defines project objectives
- Defines description of activities for achieving objectives
- Defines measurable outputs and result indicators to show they have been achieved



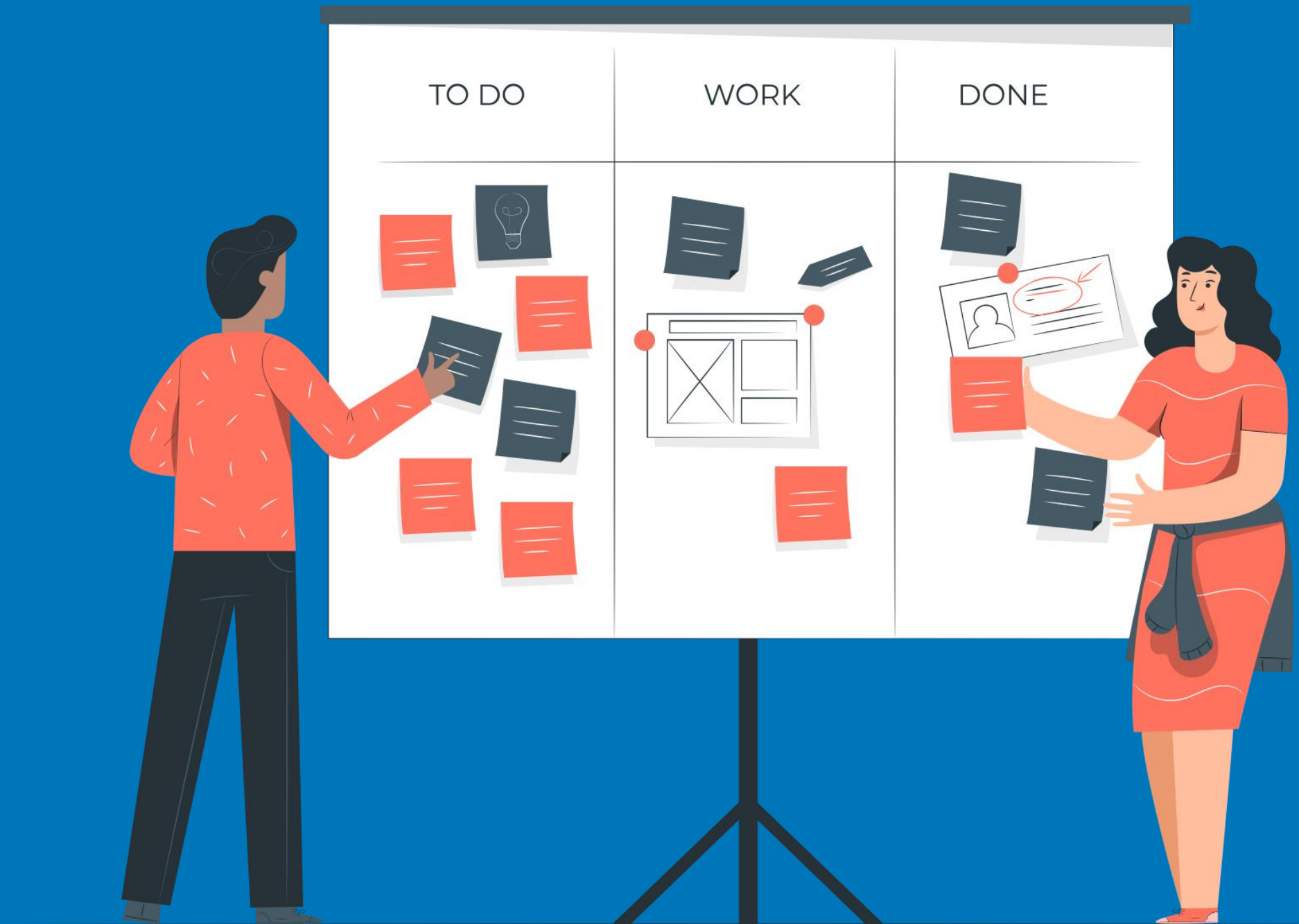
MONITORING

Control of project implementation to keep project on track and achieve the end of results of project



WORK PLAN

- Organises the work of team
- Supports monitoring and reporting
- Annual work plan, update plan every quarter or six months
- Bring your team together to reflect on process and next steps
- Usually planned in a matrix that changes long term outputs and results into activities and sub-activities



HOW TO MAKE SUCCESSFUL IMPLEMENTATION

A successful activity is built on:

- Great ideas that meet real needs
- Goals that can be achieved
- The right people and resources to do the activity or project
- Participation and commitment in decision making
- Excellent management
- Plans for future
- People have right skills, qualifications and experience to achieve objectives and implement activities
- Activities correspond vision



STEP 1: ENSURE THAT PERSONS HAVE RIGHT SKILLS

- Ensure that persons involved have right skills to implement activities. The persons working in your organisation - members, volunteers, employees, should have right qualifications and experience to achieve objectives and implement activities

2. ENSURE THAT ACTIVITIES CORRESPOND VISION

- Ensure that the content of activities correspond with the vision of your organisation. You should discuss and includes ideas in the planning period.

3. CREATE A TEAM OF 2 - 4 PERSONS

Start your planning at your monthly organisation meeting or committee meetings.

Find people with different skills like organising and budgeting. If your activity is based on a project, invite someone who has experience with local or international projects to help you to develop or write your project proposal

Your team will need to answer several important questions:

1. Why are you planning the project/activity?
2. Who should be involved in planning the project/activity?
3. What is the project/activity?
4. What do you hope to achieve with the project/activity?
5. Who will benefit from the project/activity?
6. Where will the project /activity take place?
7. When will the project/activity happen?

4. PROJECT PLANNING WORKSHOP

- When your team finishes answering these questions, you are ready for formal planning.
- It is a good idea to set aside a whole day or weekend focused on planning your project.

5. MAKE A HUMAN RESOURCES INVENTORY

- Together, make a human resources inventory where you list people who can work during the project- staff, volunteers, and participants. For each person, describe the knowledge and skills they have and what role they will have in the project.

Who	Knowledge	Role
Lucia	<ul style="list-style-type: none">• Knows some government officials• Good reading and writing English• Has computer with some internet access	Responsible for all the documentation throughout project
Sally	<ul style="list-style-type: none">• Good with numbers• Husband is a pastor and will let us use the church to meet	Responsible for budget
Chris	<ul style="list-style-type: none">• Respected leader in deaf community and hearing community• Good organizational skills	Project Manager

RELATIONSHIP WITH YOUR DONOR DURING IMPLEMENTATION

- It is important for the project to have your activities running. The activities usually help achieving the goal of your project.
- You should pay attention to your relationship with your donors. Show them the successes and failures of your organization and the difficulties you are facing. If progress reports are specifically required, these should be sent on time. It is good practice to keep donors well informed through periodic progress reports. If possible, supplement written reports with photographs documenting project progress.

IMPLEMENTATION OF ACTIVITIES CHECKLIST

PLANNING OF ACTIVITIES	REACHING THE RESULTS	BUDGET	ACTIVITIES MATCH WHAT MEMBERS WANT	FOLLOW UP AND LEARN FROM THE WORK DONE
Have written plans able to participate	You reach more than 80 percent of things planned	To what extent is the budgeted amount spent	Members are involved in deciding what to do	You have a system of monitoring and evaluation
Your activities are clearly linking to goals		Over 80 % of the budget was spent	You ask members and include their views when deciding	You have a specific plan for monitoring and evaluation and you use it
The plan tells you how to implement the activity or project				You monitor all time
The plan has timelines				You use information you get to plan new things
You can change plans when you need to				You use lessons learnt in planning
You have made budget before the project starts				
You can change the budget in the middle of activity or project if needed				
You use the money as planned				

FOLLOW UP AND LEARNING FROM WORK DONE

- Follow-up = the results of activities were achieved as expected through the planning process
- Monitoring = the organisation or project team watches all the activities happening at the beginning and during the project
- Evaluation = at the end of the project, a comparison of the original budget and actual costs, goals and the outcome(s) of the project
- By checking (monitoring) the progress throughout the project, the project team and organisation will know if everything is going smoothly and be prepared if something goes wrong.
- Your organisation should make changes or try to solve the problem before it is too late.
- With your work plan and timeline, you can make sure that you are following the plan and finish everything on time.
- Sometimes the result is not what you expected, and something goes wrong in the middle of an activity.
- Only with careful monitoring will you keep your project following the timeline so you can reach your goals.
- Expected results or outcomes are what you want to see happen after the project is finished.

EVALUATION

- Even though the evaluation happens after the project is finished, you will need to think about how you will evaluate at the beginning when you are planning your project.
- You should think about who you will work with and how they will show you that the project was successful.
- One idea is to ask the same questions at the beginning and end of your project to compare the answers and see if there were any changes.

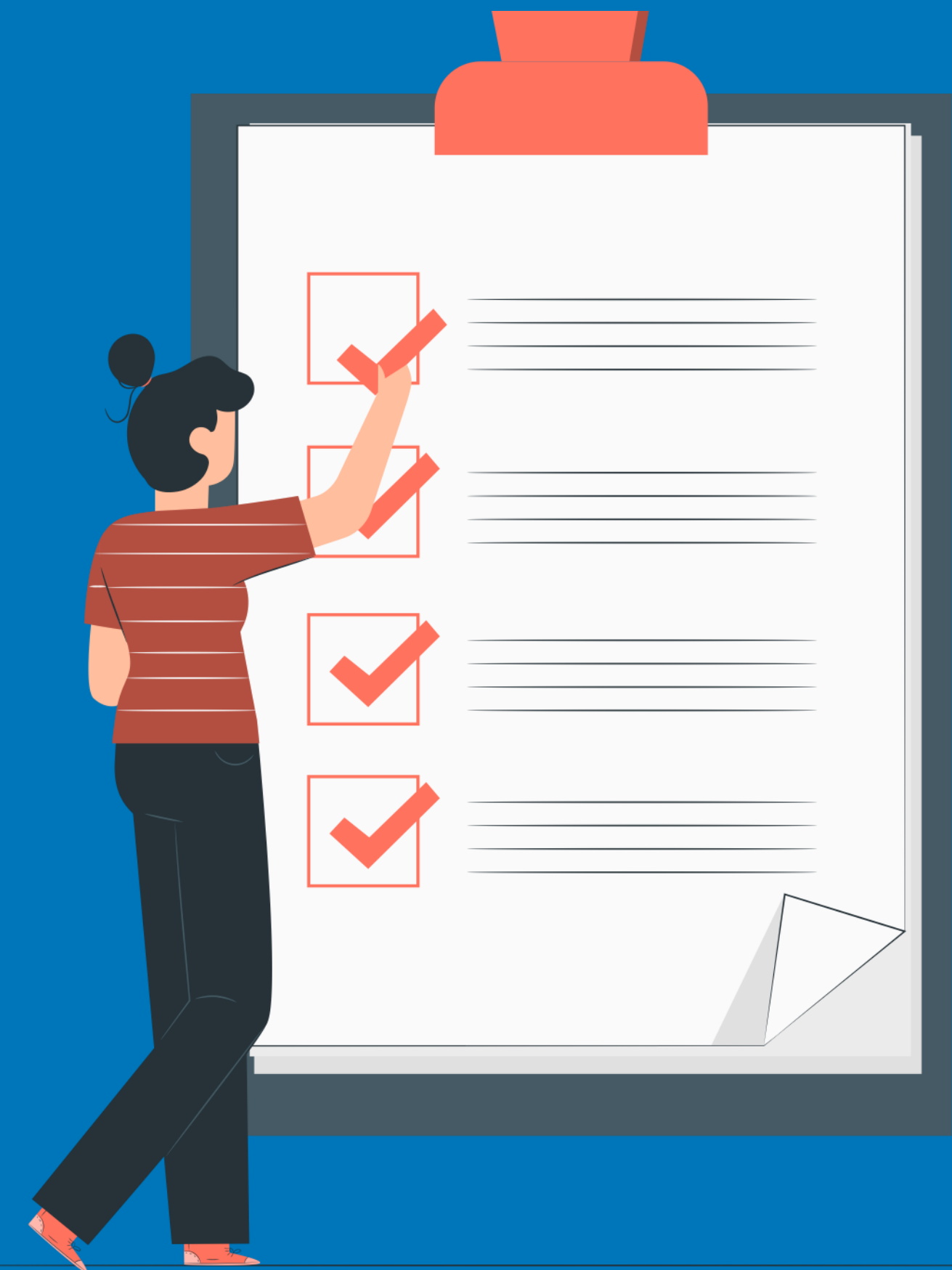


FOLLOW UP AND REPORT

At the end of the project, you should determine what to do next. You should also evaluate whether you have succeeded in achieving the goals you set up for the project.

Monitoring and evaluation

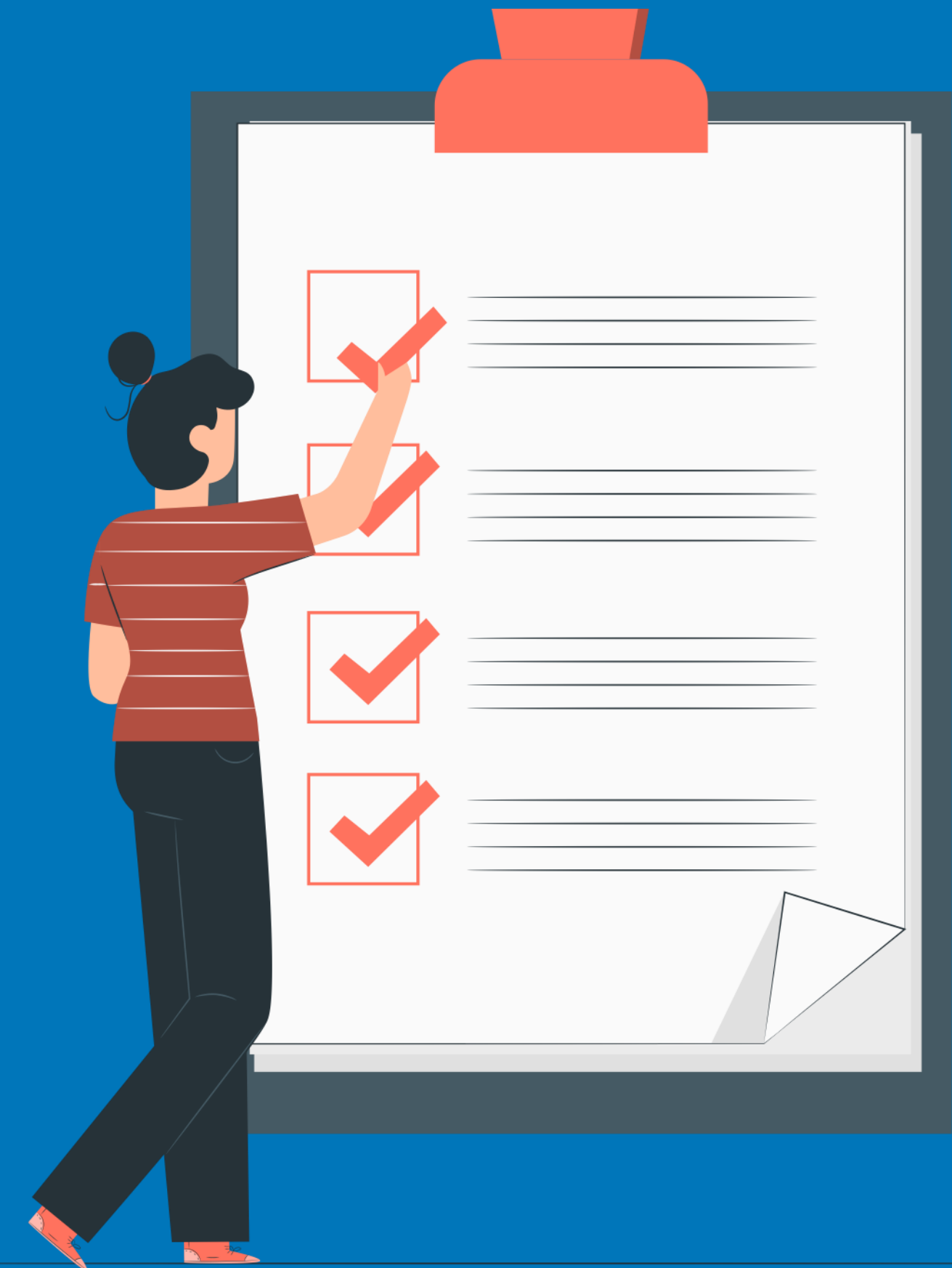
- Observe activities/events for success.
- Discuss with people at the activities/events who benefit from the project and record their feedback.
- Compare the results against your original goals.
- Report to funders and board about the success and challenges of the project.



FOLLOW UP AND REPORT

Report

- As a minimum, the reporting should compare planned activities with how they have been realised. It is important to take advantage of the information collected during monitoring.
- Progress reports should be sent on time
- The purpose of the report is to keep your donors informed
- Show your donors successes and failures of your organisation and difficulties you are facing
- Supplement written reports with photos documenting project progress



ACTIVITY 1:

- Review a project or activity plan that your organisation has developed in the past and evaluate its success based on the information you have learned.
- Note which part of your plan was not as strong and contributed to problems or lack of effectiveness.
- Compare that with a successful project or activity and what made it work well.
- If you do not have a plan, ask one of your partners or community organisations for an example of their project or activity plan to learn from.



ACTIVITY 2: IDENTIFY ISSUES AND FIND SOLUTIONS

Make a problem tree. Try to identify possible barriers or problems during implementation phase and solutions for them. Below is an example:

Barrier or problem	Solution
Deaf parents with children may not be able to participate	Set up childcare during meetings and project activities
Wide variety of skills and experiences - some may be too scared to participate	Encourage everyone to respect and listen to one another through activities
Deaf people with other disabilities may not feel welcome or have access to activities	Set up interpreters and facilitators to help involve everyone

ACTIVITY 3: IDENTIFY ISSUES AND FIND SOLUTIONS

Make a problem tree. Try to identify possible barriers or problems during implementation phase and solutions for them.

Barrier or problem	Solution

ACTIVITY 3: MAKE SWOT ANALYSIS

Make a problem tree. Try to identify possible barriers or problems during implementation phase and solutions for them. Below is an example:

STRENGTHS	WEAKNESSES
The resources and capabilities of the organization and its members that will help make the project successful. Also partners in the community.	The problems of the organization and its members relating to the project idea. Ex. weak structure and roles/ responsibilities, lack of training or knowledge, etc.
OPPORTUNITIES	THREATS
Situation, events or people outside the organization that can help the project become successful. Ex. sharing resources and attending training with other groups, etc.	Situations, events or people outside the organization that could influence the project in bad ways. Ex. elections, financial crisis, corruption, etc.

ACTIVITY 3: MAKE SWOT ANALYSIS

Make a problem tree. Try to identify possible barriers or problems during implementation phase and solutions for them.

STRENGTHS	WEAKNESSES
OPPORTUNITIES	THREATS

ACTIVITY 4: HUMAN RESOURCES INVENTORY / MAPPING

Who	Knowledge	Role
Lucia	<ul style="list-style-type: none"> • Knows some government officials • Good reading and writing English • Has computer with some internet access 	Responsible for all the documentation throughout project
Sally	<ul style="list-style-type: none"> • Good with numbers • Husband is a pastor and will let us use the church to meet 	Responsible for budget
Chris	<ul style="list-style-type: none"> • Respected leader in deaf community and hearing community • Good organizational skills 	Project Manager

ACTIVITY 4: HUMAN RESOURCES INVENTORY / MAPPING

Who	Knowledge	Role

ACTIVITY 5: MAKE LOGICAL FRAMEWORK APPROACH

GOAL: DEAF YOUNG PEOPLE ARE PARTICIPATING IN SOCIETY

OBJECTIVE 1: Young people understand their rights

ACTIVITY

- 1.1 Training for deaf young people
- 1.2 General Assembly for youth wing

OBJECTIVE 2: Older generation understand the importance of involving young people

ACTIVITY

- 2.1 Training for deaf young people
- 2.2 General Assembly for youth wing

OBJECTIVE 3: Get support from local government

ACTIVITY

- 3.1 Training for deaf young people
- 3.2 General Assembly for youth wing

OUTPUT 1

40 deaf young people have been trained in leadership, human rights and how to establish an association. The youth section has implemented their first general assembly and selected a new board

OUTPUT 2

12 board members of NAD have been trained in importance of involving young people in association's work. Three meetings have been implemented between the board of youth section and NAD

OUTPUT 3

The youth section has gained network with other associations and stakeholders in their country. The stakeholders and national youth association are committed to support youth association financially

OUTCOMES

Short Term

Deaf young people understand their rights and the board members of NAD understand the importance of involving young people in their association.

Intermediate Term

Deaf young people are more active in decision-making process of the deaf association

Long Term

There is a strong youth association of the deaf. The board members of young NAD and NAD are cooperating.



ACTIVITY 5: MAKE LOGICAL FRAMEWORK APPROACH

GOAL: DEAF YOUNG PEOPLE ARE PARTICIPATING IN SOCIETY

POSSIBLE DISCUSSION QUESTIONS

1. What kind of projects or activities has your organisation planned and implemented in the past?
2. Were the projects and/or activities successful? Why or why not?
3. Has your organisation completed a Problem Analysis when prioritising issues facing your community? Would this be beneficial and help you come up with better solutions?
4. Which tools or resources included in this module will help your organisation plan better for the implementation of a successful project and activities?

