

PROJECT CYCLE MANAGEMENT GUIDE



A guide to project design and management tools

Project: “A temporary endeavor undertaken to create a unique product or service.”

Program: “Group of related projects managed in a coordinated way to obtain benefits not available from managing the projects individually; may include an element of ongoing activities or tasks.”

Project Management: “The application of knowledge, skills, tools, and techniques to project activities to meet project requirements.” It “is accomplished through the use of processes such as: initiating, planning, executing, controlling and closing”.

Program Management: “Management of a related series of project over a period of time, to accomplish broad goals to which the individual projects contribute.”

GENERAL OVERVIEW

WHAT IS THIS GUIDE ABOUT?

Inspired by the Project Cycle Management Guidelines issued in March 2004 by the European Union (European Commission), this guide aims at providing concrete **project design and management tools**.

It explains how to **design, implement, monitor and evaluate** a project.

This guide will help you answer the following questions:

- What is a project and how do I design a tangible project idea?
- How do I implement my project idea?
- How do I ensure the monitoring and reporting of my project?

What is the Logical Framework Approach?

The **Logical Framework Approach** is an analytical and management tool which is now used by most of multi-lateral and bi-lateral aid agencies, international NGOs and by many partner governments.

THE PROJECT APPROACH

What is a project?

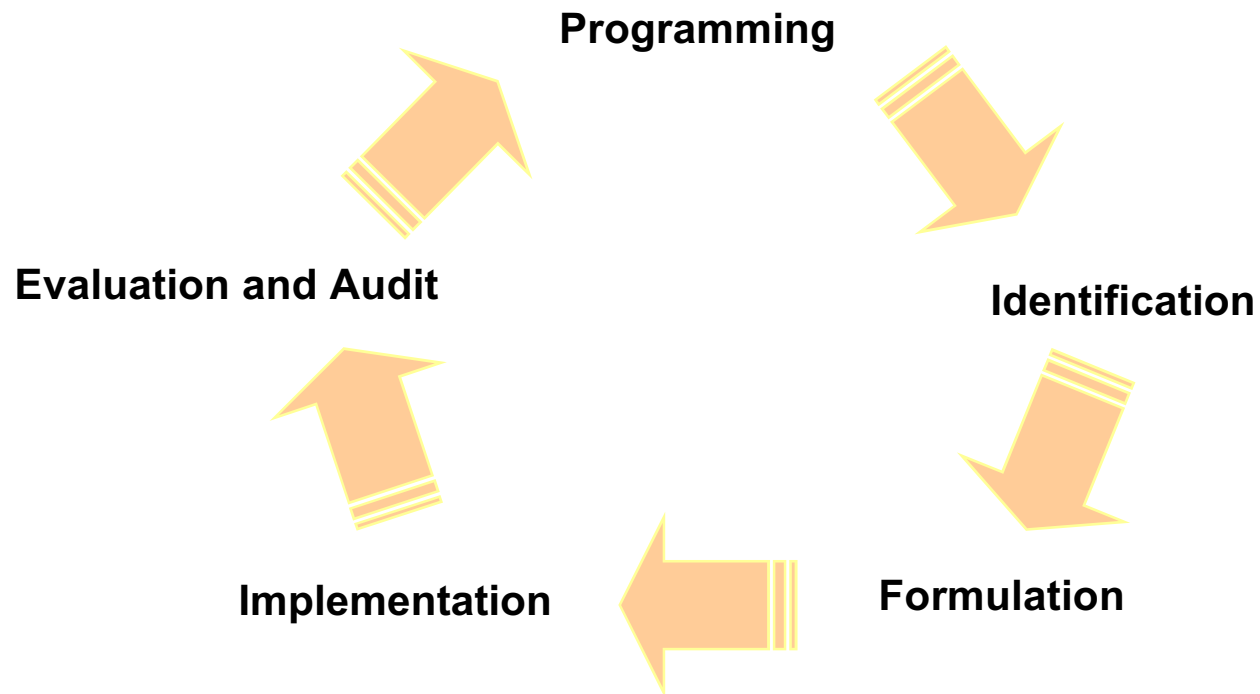
“A project is a series of activities aimed at bringing about clearly specified objectives within a defined time-period and with a defined budget.”

*According to the EU Project Cycle Management Manual

What does a project include?

- Clear stakeholders (the primary target group and the final beneficiaries).
- Clear coordination, management and financing arrangements.
- A monitoring and evaluation system
- An analysis displaying that the project's benefits will exceed its costs.

THE PROJECT CYCLE



THE LOGICAL FRAMEWORK APPROACH

WHAT IS IT?

- An **analytical process/aid to thinking** to structure and organize information so that important questions can be addressed, weaknesses identified, the project objectives as well as the means by which objectives will be achieved clarified.
- A **set of tools** used to support project planning and management.

AN ANALYTICAL PROCESS

The LFA enables to analyse and strategize:

- The stakeholders
- The problems to address
- The project objectives
- The project activities

A TOOL/PRODUCT