Program Planning for Project Management

Having a good action plan helps you achieve your goals/objectives by tracking your activities as well as communicating them to stakeholders. Time & Task charts and Gantt charts are two of the easiest and most common program planning tools your organization can use for program management.

1. Planning:
Define problem and conduct a needs assessment.

8. Dissemination:
Share results with community members, donors, & participants.

7. Impact evaluation:
Measure changes in the target group?

6. Process Evaluation:
Assess whether operations, monitoring and service delivery are carried out as planned.

Steps in a project design to consider when making timelines, Time & Task charts, or Gantt charts.

2. Research:
Get to know participants and target group.

3. Planning Round 1:
Set goals and objectives with the aid of a logic model.

4. Planning Round 2:
Draft activities, set the budget, and establish strategies.

5. Implementation:
Try out proposed strategies/ intervention.
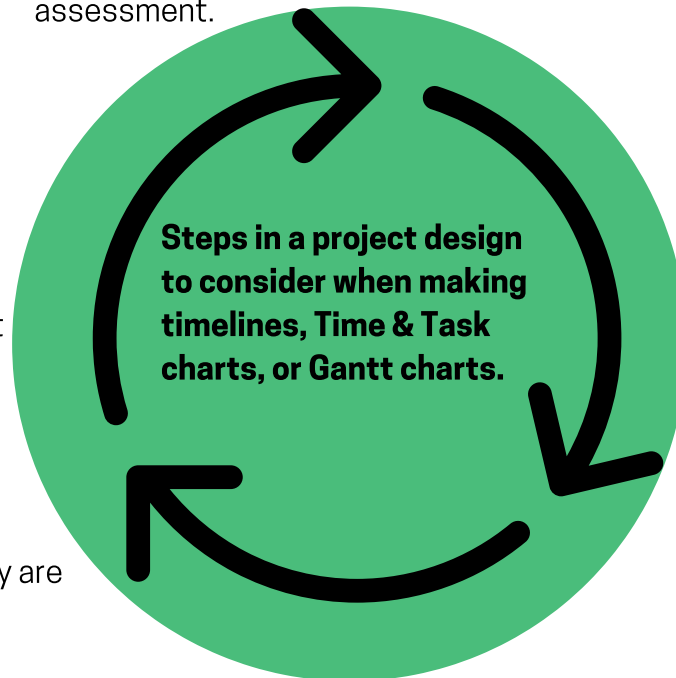
⚽ Time & Task Charts ⚽

- ⚽ Help you visualize your program by tracking activities, spotting delays ,and updating projects and teams with important deadlines and milestones.

- ⚽ Can be shared within your organization or with people outside the project team such as funders and participants.

- ⚽ Encourage transparency and allow you to analyze what happened, what is currently happening, and what will happen in the future which helps you stay on track.

Why use a Time & Task Chart?

- Allows you to assign responsibility to each activity
- Allows you to keep track of how each activity is being evaluated
- Great for donors and staff to visualize the program
- These are particularly useful in visualizing:
  - Planned time- What is the planned duration of the project?
  - Time in progress- How long has the project been in progress?
  - Forecasted time- What is the project's duration based on current efforts over time?
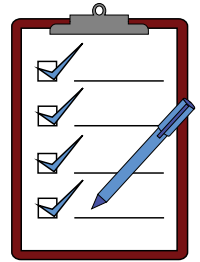
Downside of Time & Task chart: It is hard to tell which activities overlap on the timeline .

Example!

| Objective	Activity	Responsibility	Start Date	End Date	Related Method of Evaluation
G1.P1	Complete a map for each of the 3 villages selected for the program	Mobile Health Team	June 2, 2019	June 20, 2019	Village Maps
G1.P1	Randomly select 50 households from each of the 3 villages selected from the program with a list of alternatives	International Programs Manager	June 2, 2019	June 4, 2019	List of Participating Households
G1.P1	Obtain written and verbal consent from 150 households selected for inclusion	Mobile Health Team	July 6, 2019	July 15, 2019	Completed Consent Forms
G1.P1	Create a written protocol in English for the Mobile Health Team for biomedical testing of the selected households	International Programs Manager	July 6, 2019	July 10, 2019	Written Protocol
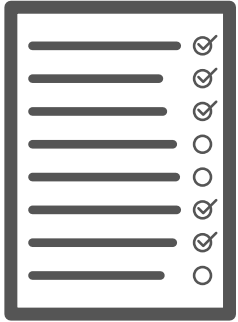
Gantt Charts

A Gantt Chart includes a list of activities indicating a start date and a projected completion date, tasks and activities that need to be completed as part of the project, the work breakdown and structure of the project.

Why use them?

- Helpful for resource planning/budgeting
- Different tasks help to identify the required resources
- Gives a critical view of all the activities, their timelines and their relationships to one another
  - For instance, does one task depend on the completion of another? If so, how can one make it more effective and less time consuming without risking the project's success?

Downside of Gantt Charts
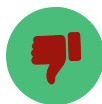
Only serves as a visual timeline. There is no space to add additional information such as responsible parties, means of evaluation, etc.

Helpful tips for Time & Task and Gantt charts

- Multiple items/ activities can have the same completion date.
- Activities should be in sequential order. If the project lasts only one year, create activities to be reported in a quarterly progress (for example Jan-Mar).
- Plans change; be flexible in planning your activities and tasks as you may have to adjust or change them throughout the project.
- Keeping a sequential order of tasks and activities should help you shape your budget .
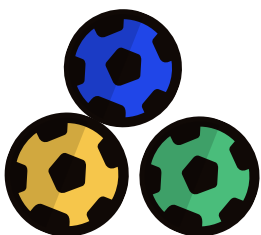
To learn more about Task & Time and Gantt charts, follow this link.

Example!

Below is a basic Gantt chart. You can use an excel worksheet, a word document, or Gantt chart software i.e mindview to customize your Gantt chart.

Gender-based violence (GBV) and particularly violence against women and girls continues to be the most widespread form of abuse affecting one third of all women in their lifetime. Girls in the Lead wants to implement an online platform to share best practices, knowledge, skills, and program design to aid Sport for Development organizations improve their services as well as advocate for gender equality, women's empowerment, and the prevention of GBV.

Activity	2018 Aug	Sept	Oct	Nov	Dec	2019 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Planning Phase 1. Recruit 6 organizations 2. Meet with project leaders and conduct a needs assessment	██	██	██	██												
Implementation 1. Workshop series 2. Pre and post test workshop feedback						██	██	██	██	██						
Evaluation 1. Develop indicators 2. Develop survey questions				██	██	██										
Dissemination 1. Draft report 2. Report to donors and stakeholders					██	██	██	██	██	██	██	██	██	██	██	██

Girls in the Lead
A global Network for Women Empowerment