

Identifying Issues & Project Management

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Information

Objectives of the Session

Part 1: Identifying the problems and their causes. Part 2: Introduction to project management & project writing; planning & writing projects.

Participants' Learning Objectives

Part 1: Problem identification and analysis. Part 2: Understand concept of project writing and project management.

Background information

Read up on problem identification and project management from OBESSU's Manual for School Students.

Tips / things to take into consideration

Check up on participants' energy level during the session and have a break whenever you feel it is needed. Depending on how fast groups finish their work, adjust time given for each step. For part 2 step 2 you could add different roles to the game e.g. PR person to represent the final outcome, negotiator to exchange material with other teams and a team leader. The group must divide the roles by themselves.

Requirements

Time required

Part 1: Brainstorming: 45 minutes - Analysis: 90 minutes || Part 2: 120 minutes

Space required

Room with chairs for the whole group in a circle, space for group work.

Group Size

Optional

Group Info

Starting to get organised

Materials required

For Part 1: Post-its, markers, paper/flipcharts. For Part 2: 5 sheets of paper in different colours, markers, random materials to build a tower.

Preparation needed before starting

- Visualization of "[Tree of Problems](#)"
- Chairs in a circle
- Copy of the "[Manual for School Students](#)"

Activities step by step

Step 1: Part 1 (Problem Identification)

15 Minutes

Optional: Participants draw two pictures together:

- One of a “Dream School”
- Second one of “The Worst School Ever”

Step 2:

10 Minutes

Individual brainstorming - write down (on post-its) “What problems do you see in your school/community/city/...?” (e.g. what are we missing from achieving “dream school”).

Step 3:

20 Minutes

Every person presents the problems they write down - (cluster the issues in a way visible for everyone: all similar & connected issues go together at the same place)

Step 4:

20 Minutes

Input: Explanation of the “Tree of problems” - (see visualization) - to make it clearer facilitator could pick a problem that was discussed to show the distinction between what is a core problem, an effect and a cause to avoid confusion.

Step 5:

10 Minutes

Let the group divide into small groups of max. 5 persons working on one issue each.

Step 6:

30 Minutes

Each group analyses one issue with the “Tree of Problems” - (facilitator(s) support the small group)

Step 7:

30 Minutes

Every group presents their analyses “Tree of Problems” - (other participants can ask questions and add further suggestion)

Step 8: Part 2 (Project Management):

Divide the group into small groups of about 5 people.

Step 9:

15 Minutes

Give all the groups some random material and a task: Build a tower as high as possible in 15 minutes; groups can exchange the materials they have - all groups are winners! (every group built the tower as high as that group could) - see: Tips

Step 10:

10 Minutes

Debriefing of tower building in connection with project management:

- What steps did your groups take to build the tower?
- How did you use your resources?
- How did you distribute the tasks and responsibilities?

Step 11:

5 Minutes

Project management cycle: put project phases on pieces of paper and let the group put them in the correct order:

- Assessment & Preparation (see Part 1)
- Formulation & Design
- Agreement & Review
- Implementation & Monitoring
- Reporting & Evaluation

Step 12:

10 Minutes

Input: Using hand (Latin: manus = hand -> management) to explain the 5 phases of project management

- Decide what project/topic the group wants to work on - small groups form around one topic each

Step 13:

15 Minutes

Input: Vision, Long term aim & SMART objectives (see Manual p.55) of the specific project (pyramid)

- Group Work: Write down aims & objectives for the project

Step 14:

15 Minutes

Input: Explain target groups, beneficiaries of the project (see Manual p.60)

- Group Work: Identify target groups & beneficiaries

Step 15:

10 Minutes

Input: Expected results

- Group Work: Write down concrete expected results

Step 16:

25 Minutes

Input: Action plan (detailed plan of activities and draft programme)

- Group work: create detailed plan of activities needed to achieve the goals

Step 17:

15 Minutes

Input: Business plan (Budget)

- Group work: writing the budget based on activities of the project

Step 18:

Presentation of the projects (time depends on amount of people)