

# Project Plan Writing Workshop

**Day 3**

**July 28**

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# Today's schedule

9:30 ~ Review of presentation outline  
Q & A

10:00 - Presentation practice  
fill in the Check list

11:50 Review of written drafts  
Q & A  
Revisions and notes

# Pair work

Presentation outline

Q & A

Review of key points

# Presentation outline

**Work together for 10 min on each person's presentation.**

**Give feedback**

**Ask for help**

# Presentation question list

- Have you included all the necessary items?
- Are the following clear:
  - Why is this a useful & necessary project for your target audience?
  - How will you do your project?
  - What is the impact of your project?
- Is your presentation logical?
- Do you have a simple, short but clear and appealing Introduction and conclusion?

# Project plan check list

1. Name, organization and country
2. Title of your plan / proposal
3. Background
4. Overall Goals
5. Concrete Objectives
6. Beneficiaries
7. Impact on beneficiaries
8. Project implementation outline
9. Monitoring and evaluation
10. Possible obstacles to project plan implementation
11. Budget needed, how to raise funds
12. Impact of this training: how this training contributes to your project plan



# Presentation outline 1

1. Intro: (1-3 min – 2 slides)
2. Background (3-5 min. 2-3 slides)
3. project plan description / Steps / How to do it / Method (5-10 min. 3-5 slides)
4. Japan experience (1-3 min – 1-2 slides)
5. Conclusion (1-3 min – 1-2 slides)

# Presentation outline 2

1. Intro: (1-3 min – 2 slides)
2. Japan experience (2-3 min – 1-2 slides)
3. Background (3-5 min. 2-3 slides)
4. project plan description / Steps / How to do it / Method (5-10 min. 3-5 slides)
5. Conclusion (1-3 min – 1-2 slides)

# Presentation outline 2

Intro  
2-4 min  
2 slides

**This training**  
2-4 min                      1-2 slides

**Background / beneficiaries / needs / goals**  
3-5 min.                      2-3 slides

**Program design / How / Method**  
5-10 min.                      3-5 slides

**Conclusion**  
1-3 min  
1-2 slides

# Presentation skills

Contents  
Purpose  
How to do it

# Presentation practice

- Each person will have 15 min. MAX
- Please fill in the check list for each speaker.

# Draft Review

Key points  
Revisions  
Notes

# Project plan review

Consult with your partner on your plan:

Review the comments made by the program coordinators.

Ask about anything you are not sure about?

Are there parts you have not finished?

Check each others budgets.

# Preparing a budget

## EXPENSES:

- Personnel costs (salary, benefits etc.)
- Consultant fees (translation, training)
- Office supplies (paper, pens)
- Equipment (copier, computer)
- Postage/mailing (PR, members)
- Printing (booklets, fliers. Marketing materials)
- Travel (local, domestic, staff, program participants etc.)
- Shared/common (rent, telephone, utilities, internet, etc.)
- Repairs (equipment, office itself)

## INCOME, SUPPORT AND REVENUE

- Earned income
  - Admission fees
  - Sales
  - Ads in program
  - Table rental
- Grants
- Service contracts
- In-kind items and services
  - computer, camera, legal, financial
- Gifts
  - Cash contributions
  - Prizes
- Other income

# Final group work

- Review your project plan draft 2
- Help each - ask questions
- Give advice to make each others presentations better.

# The project plan - key dates

From now

Rewriting & revising  
Give advice and share ideas

July 30

Final Presentation  
(before the committee)  
Focus on presentation & contents  
Q & A

July 31

Final draft due

# Good luck!!!

Thanks for your hard work and  
attention!

Sarajevo