



Code	Subject Title	Cr. Hrs	Semester
SOC-303	Project Planning & Management	3	V
Year	Discipline		
3	Sociology & Sociocultural Studies		

Objective:

The course acquaints the students with the basic concepts of project cycle, cause and effect relationship, logical framework, planning and management. Required skills of field formation, preparation of different reports and techniques for the development of project will be studied. It will also equip students with the tools of monitoring, evaluation and impact assessment.

Course Outline**1. Introduction**

- a. Definition, need, identification, selection and scope of the project.
- b. Characteristics of project, types of project.
- c. Project cycle
- d. Cause and effect diagram,
- e. Project objectives

2. Project Planning

- a. Development of indicators
- b. Preparing Project Proposal
- c. Logical framework analysis.
- d. Key components of project
- e. Potential problem analysis.
- f. Fields force formation strategy

3. Project Management

- a. Organization of resources
- b. Task allocation, role Taking,
- c. Coordination in project team,
- d. Accountability within project
- e. Conflict resolution
- f. Time management
- g. Liaison with external agencies
- h. Preparation of technical progress reports
- i. Preparation of financial progress reports
- j. Writing of minutes and reports of project meetings.

4. Project Monitoring and Evaluation

- a. Checking deviation and progress monitoring
- b. Follow-up, managing deviation,
- c. Definition and difference between M&E
- d. Need for evaluation
- e. Steps in evaluation, collecting necessary data, expanding logframe matrix for evaluation, checking deviation, adjusting deviation



5. Impact Assessment

- a. Definition concepts and meaning
- b. Types of impact assessment
 - i) Social impact Assessment
 - ii) Economic Impact Assessment
 - iii) Physical Impact Assessment
 - iv) Environmental Impact Assessment
- c. Methods and techniques of Impact Assessment

Practical: Exercises on project preparation, use of CPM/PERT Methods, LFA Exercise. Monitoring and evaluation exercise.

Recommended Books

1. Brewer, Ernest W. (2001). Finding Funding. 4th ed. London: Corwin Press.
 2. Dale, Reidar. (2004). Evaluating Development Programmes & Projects. 2nd ed. New Dehli: Sage Publications.
 3. Coninck, John De. (2008). Planning, Monitoring and Evaluation in Development Organizations. New Dehli: Sage Publications.
 4. Cracknell, Basil Edward. (2000). Evaluating Development Aid: Issues, Problems and Solutions. New Dehli: Sage Publications.
 5. Cusworth, John,. (2000). Managing Projects in Developing Countries. Islamabad: National Book Foundation.
 6. Ginsberg, Leon H. (2001). Social Work Evaluation: Principles and Methods. London: Allyn & Bacon.
 7. Norwegian Agency for Development Cooperation. (1999). The Logical Framework Approach (LFA). 4th ed. Oslo: Norwegian Ministry of Foreign Affairs.
 8. Norwegian Agency for Development Cooperation. (2007). Working with Sector Development Programmes. Oslo: Norwegian Ministry of Foreign Affairs.
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