Pre project initiation

- Identify what the initial idea or area of concern is.
- Clarify how relevant are the concerns – are they part of your organisation’s overall strategy.
- Who will work on the project and what their role will be.

Project planning and design

- Undertake a stakeholder analysis to find out who should participate, who has a mandate on the issue and could collaborate and who has an interest in the issue.
- Consult stakeholders on the key issues, what should be done and why.
- Set goals and objectives.
- Identify the assumptions that underpin the idea of the project – is it realistic and are the assumptions correct?
- Identify the risks that could influence the feasibility of the project – could the risks be managed?
- Make an informed decision about whether the project is really likely to be feasible
- Map the planning steps
  - Develop plans for
    - (1) implementation;
    - (2) monitoring/reflection
• (3) review/evaluation with clear responsibilities of who is doing what and when (activity plan, timeline and responsibilities).
  ▪ Identify what finances and resources would be needed, including making sure that the full costs of inclusion are budgeted
  ▪ Ensure responsibilities and duties are part of the job descriptions and work duties.
  ▪ Who will govern the project and give approval for go ahead

**Project Implementation and Monitoring**

▪ Begin the project
▪ Closely gather information to ensure it is going to plan as well as to identify unexpected issues:
  – Monitor delivery, scope, costs, quality, risks and unexpected issues
▪ Reflect on the data gathered with the aim to improve the project:
  – Was the quality of the activities implemented as expected?
  – Were the designed and implemented activities addressing the identified needs/issues effectively?
  – Did the activities achieve or contribute to the expected corresponding result(s)? If so,
    ▪ Did the activities contribute to inclusion at individual, society or organisational levels?
    ▪ Did the project contribute to changes in participation and empowerment of persons with disabilities?
    ▪ What lessons have been learned from the experience of these activities to inform the next phase of the project?
Project review and evaluation

- Undertake a process of assessing the project, asking the following questions:
  - Was the quality of the project implementation high?
  - Did the project achieve or contribute to the higher level objectives? If so, in what way and to what extent?
  - Did the project contribute to inclusion at individual, society or organisational levels?
  - Did the project contribute to changes in participation and empowerment of persons with disabilities?
  - What lessons have been learned from the experience of this project to inform future programs.
- Finalise the project, or if ongoing, build in sustaining strategies.