**Day 9:- 17.01.2023: Block 1&2 (8:30-11:45)**

**M6.5-11a – NPO Management - Concept Development & Planning**

**Topic: - Activity Planning– Monitoring –Control & Evaluation**

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| 8:30-11:45 | **Plan– Monitor- Control & Evaluation** |
| **1. Clips** | 1. Project fundamentals - <https://www.youtube.com/watch?v=Obwzs3pHuU8> 2. Project cycle <https://www.youtube.com/watch?v=33Fq-MSEE9k&t=23s> |
| **2.** | **Planning Activities** |
|  | **Steps in Planning Study Project Activities- Main Topics**  **Activity No.1: - Introduction – write Topic- Objective- Background-Stakeholders**  **Activity No.2: - Design Data Collection Methods: -**  **Activity No.3: - Find Address and Contact Respondents (If Any)–**  **Activity No.4: - Plan Activities – Implementation, Monitoring & Control**  **Activity No.5: - Collect data from the Secondary (Internet etc.) & Primary Data Sources (Respondents etc.)**  **Activity No.6: - Write draft report – (Summarize, Describe & Analyze Data**)  **Activity No.7: - Write Final report, (Edit & Finalize Draft)**  **Activity No.8: - Submit Written Report to the “PRÜFUNGSAMT” on the day specified**  **Activity No.9:- Prepare for Oral Presentation** –  **Activity No.10: - Oral Presentation** – |
| **Task** | **As a group develop you plan of,**   1. **List of your activities & time (beginning & end), resources- costs** 2. **How you will** Continuously Monitor each of your activities, 3. **How you will** Periodically Control the Results of your activities 4. **How you will** Finally Evaluate achieving objective of your study |