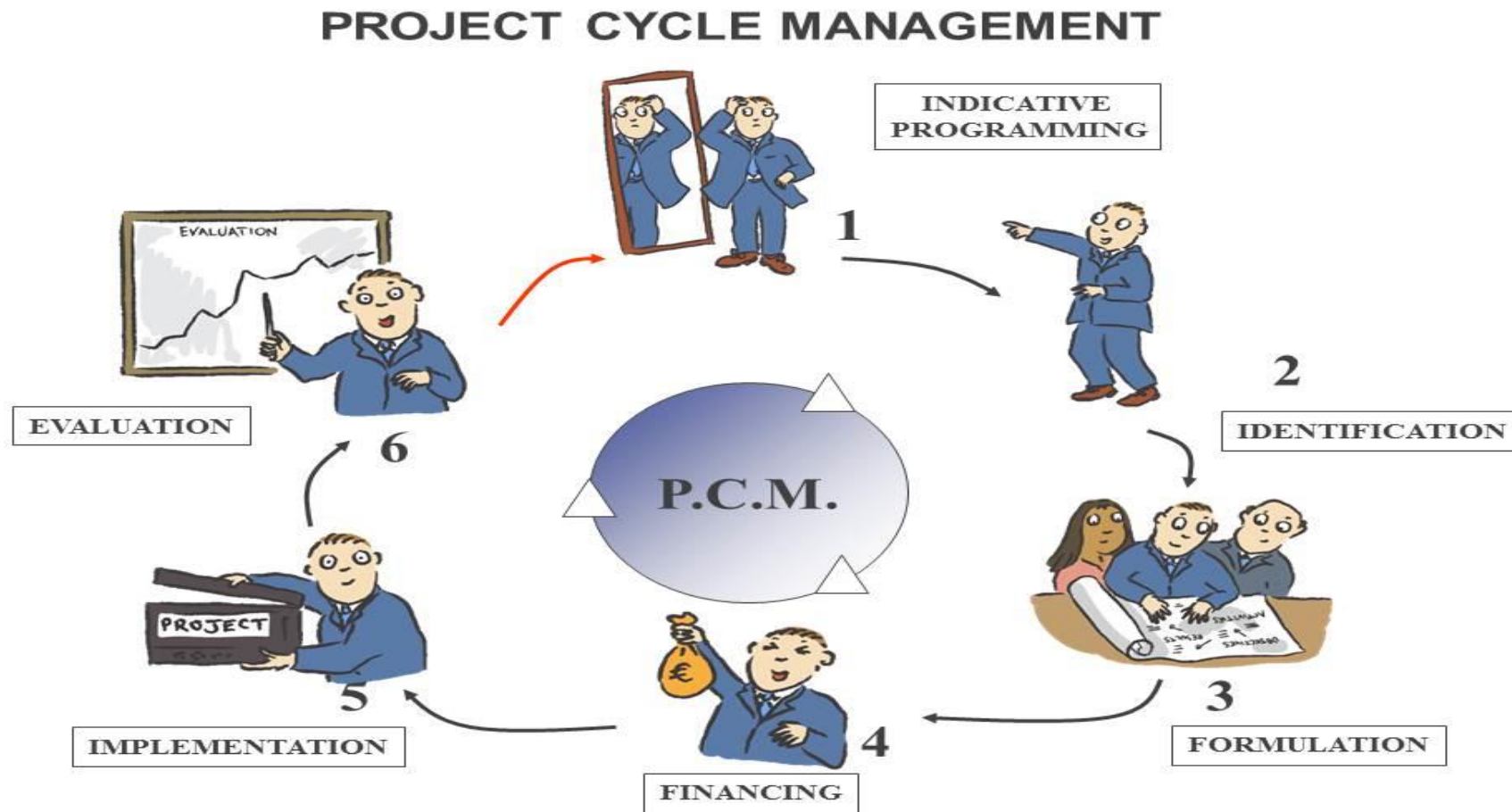


SECOND SEMESTER PROJECT STUDY LAN-

STUDY PROJECT CYCLE MANAGEMENT (P.C.M.)

Idea-Identification-Formulation-Fundraising-Implementation-Evaluation



(1) Topic: -
(2) Objective: -

(2) Objective: -

[illegible]

Table 2: - Activity Mile Stones - Time (Beginning & Ending), Resources & Cost (if any),

	SWS	Time		Estimated Resources (if any) + Related Estimated Cost (if any)						End Results
		Begin	End	Materials		Services		Others		Mile Stones Activities
				Items	Cost	Items	Cost	Items	Cost	
1	Background- Introduction	31.01	20.04							
2	Design Data Collection Methods	"	"							
3	Find Address & Contact Respondents	"	"							
4	Plan Activities – Monitoring & Control	31.01	20.04							1-2-3-4 Completed
5	Collect data	20.04	25.05							5-Data Collected
6	Summarize, Describe & Analyze Data - Write Draft	25.05	22.06							6 -Draft Report written
7	Write Final report	22.06	29.06							7-Final Report written
8	Submit Written Report	04.07	04.07							8 -Final Report Submitted
9	Prepare for Oral Presentation	20.01	27.01							9 - Oral Presentation Prepared
10	Oral Presentation - PPT	06.07	06.07							10 - Oral Presentation Made

Activity No.1:- Introduction

- 1. Topic/ Idea,** - Decide on Study Project Topic/ Idea – Generate Idea using brain storming meeting of group members
- 2. Study objective,** - Decide on your study objective, for example – Start with words to study ---- in Germany taking the ----- in Frankfurt as a case.
- 3. Stakeholders (supporters & beneficiaries)-** Decide on Stakeholders and contribution or benefit (those who give you or provide information) E.g – Community members, Scholars, Refugees, German volunteers involved---
- 4. Write Background about** the organization that you want to study, E.g – its name, its location, type of organization, history-----

Activity No.2:- Design Data Collection Methods:-

1. **Main issues:** Decide on the main information you want to collect.
2. **Design Data Collection Methods: - primary or secondary data sources**
 - **A. PRIMARY DATA SOURCES: - from Respondents** - Community members, Scholars, Refugees, German volunteers involved using **Data Collection Methods such as**
 - **Interviews or focus groups** - Narrative Interview or Structured Interview (closed or open ended): -talk to people to find out their views and experiences.
 - **Surveys:** -ask people to fill in a paper questionnaire or online questionnaire.
 - **Observation:** - look at and record how people behave in particular situations.
 - **Pictures, photos and videos** – Take Audio-Visuals
 - **B. SECONDARY DATA SOURCES: - You can Collect Data from Secondary Data sources- such as**
 - Internet web sites, Journals, etc.: – search for specific information of your Study
 - Literature reviews: – search for other people's Study Project.

Activity No.3:- Find Address and Contact Respondents (If Any Primary Sources)–

- Decide whom to contact (Respondents)
- Find their Address &
- Contact Respondents

Activity No.4:- Plan Activities – Monitoring & Control

1. Activity List (Resources & Costs – If Any):- List each Activity that you need to do along with its

- estimated beginning & ending Time frame
- estimated Resources (If Any) &
- estimated Costs (If Any)

2. Monitor Activities - Continuous:

- Give each activity for one group member to be Responsible to continuously monitor its implementation

3. Control Results- Periodic (Who is Responsible)

- As a group periodically check if expected results are produced at the planned time

4. Evaluate Objectives - Final:

- As a group decide results if produced helped to realize expected objectives

Activity No.5:- Collect data from the Secondary (Internet etc.) & Primary Data Sources (Respondents etc.)

1. Decide which information from your main issues (**see above**) you can get from the secondary sources. It is easier and cheaper to collect data from secondary sources, so as much as possible, collect information from these sources.
2. If you cannot get information from the secondary sources, decide which respondents can provide you which information. Design the questions that you will use to collect information through Interview or questionnaire.
3. Divide the data to be collected among your groups.
4. There should be no duplication of effort

Activity No.6:- Write written draft report – (Summarize, Describe & Analyze Data)

- Divide among your group members the work of Summarizing (&Describing Data) & Analyzing (saying - we think, in our opinion) Information collected.
- **Summarize (& then Describe) Data by:**
 1. Write a report by Watching video & listing to audio collected (or recorded) looking at the Photos collected (or taken)
 2. Read the Information collected (written) from secondary data sources -then
 3. Categorize & Summarize the data
- **Analyze Information by:**
 1. Stating what you think about the information described.
 2. You can give your opinion after each description or at end of section.

Activity No.7-8-9

- **Activity No.7:- Write Final report, (Edit & Finalize Draft)**

- Exchange the work done by one group member with another. So that members check the work of each other and compile as one FINAL written report.

- **Activity No.8:- Submit Written Report to the “PRÜFUNGSAMT” on the day specified**

- Follow the guidelines of the “PRÜFUNGSAMT” for submitting Written Report

- **Activity No.9:- Prepare for Oral Presentation –**

1. Let the group decide and Prepare Audio-Visual (video, Power Point (PPT)-----)
2. Share the Audio-Visual among group members for Oral presentation.

Activity No.10:- Oral Presentation –

- Follow the following Guidelines for oral presentation
- **Purpose: Objective**
 - The aim of the presentation is to give an overview of your study plan, **implementation, control & evaluation.**
- **Time allowed for oral presentation:-**
 - You have a maximum of 30 minutes (20 Minutes for presentation & 10 for discussion) for your group oral presentation (please be short and focused and keep in mind that everyone needs his/her part).
- **Focused Oral Argument :-**
 - Your Power Points and/or posters--- accompany your presentation and you need a focused argument.
- **Structure and Important points: -**
 - You can structure your presentation as follows (as detailed next):
 - **INTRODUCTION: - Background, Objective, Stakeholders, Challenges**
 - **MAIN BODY REPORT: - Activities and Results & Conclusion**
 - **FINAL EVALUATION: - Evaluation, Lessons Learnt & Recommendation**

Reading Exercise:

As a group develop you plan of,

1. **List of your Group activities & time (beginning & end), resources- costs (if there are costs)**
2. **How you will Continuously** Monitor each of your activities, (assign responsibilities to members)
3. **How you will Periodically** Control the Results of your activities (assign responsibilities to members)
4. **How you will** Finally Evaluate achieving objective of your study (comment on efficiency and effectiveness-judgement)



&A