

Annexure B:

BSW Programme

Open Course-5th semester under CBCSS

Project Planning and Management

Course: Open

No of credits:4

No. of contact hours:72

Objectives:

1. To provide basic knowledge in project management
2. To help the students to acquire skill in preparation, management, monitoring and evaluation of projects
3. To give them an opportunity to understand the relevance of project planning and management in different fields of Social work
4. To make them understand the linkage of the concepts with other courses in BSW programme

Module 1 (15 hours)-Project and the concept of people's participation

Project-Definition, types, need, relevance in development context including CSR projects

Peoples' participation in project-Stages of participation and typology, Need for managing stakeholders in a project

Module 2 (15 hours)-Steps in participatory project planning

Identifying needs-PRA/PLA, survey, aspects of situational analysis

Determining priorities

Feasibility assessment

Formulating Goals and framing objectives in a project

Identifying the preferred solution-strength, weakness, opportunity and threats

Preparing action plan/activity schedule including action, responsibility, time and cost

Module 3 (15hours)-Financial management of a project (Acquisition, planning and utilization)

Fund Acquisition-Fund raising methods, community resource mobilization, possibilities of grant-in-aid from state/central Governments and autonomous bodies

Financial Planning and utilization- Relevance of budget and things to be taken care in budget preparation need for cost benefit analysis, need and importance of accounting in a project

Module 4 (15hrs) -Monitoring and Evaluation of project

Monitoring-Steps in monitoring, levels of monitoring, project review-variance analysis and performance analysis

Relevance of Personnel management in a project

Evaluation-Need & types-concurrent, terminal and longitudinal

Steps in the evaluation process-Defining the evaluation criteria, data collection, data analysis, estimation of cost and evaluation report.

Module 5(12 hrs) -Project proposal writing

Project title, introduction, objectives, project beneficiaries, activities of the project, strategy of implementation, budget/cost Plan, itemized budget, monitoring & evaluation plan, outcome/output/impact, sustainability of the project and conclusion

References

- 1.Chandra Prasanna,Projects:Planning,Analysis,selection,implementation and Review,Tata McGraw Hill Pub.Co.Ltd.,1995
- 2.Vasant Desai,Project Management:Preparations,Appraisal,Finance and Policy,Himalaya Publishing House,Delhi,1997.
- 3.Mohsin M.,Project Planning and Control,Vikas Publishing House Pvt.Ltd.,1997.
- 4.M.Sam Roy, Project Planning and Management,Focussing on Proposal writing,The Catholic Association of India,2002
- 5.Choudhury,s,Project Management,Tata MC Graw Hill,1988.
- 6.Moorthy,R V, Project Management,Masters Publication,2002.

Course Plan

Module No	Topic	Methodology of Teaching	Required Time
Module 1	Project and the concept of people's participation	<ul style="list-style-type: none">• Lectures• Case studies	15 hrs
Module 2	Steps in participatory project planning	<ul style="list-style-type: none">• Lectures• Case studies• Practical Training in the Field-PRA/PLA	15 hrs
Module 3	Financial management of a project (Acquisition, planning and utilization)	<ul style="list-style-type: none">• Lectures	15 hrs
Module 4	Monitoring and Evaluation of project	<ul style="list-style-type: none">• Lectures• Invited talk from a field practitioner• Exposure visit to field action projects	15 hrs
Module 5	Project proposal writing	<ul style="list-style-type: none">• Workshop	12 hrs

