



WP 4

Project Management Framework and Budget & Resource Management Guide

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Project Management Basics

1. Define Objectives

- **Goals:** Establish clear goals for the project, such as providing a specific service or creating a particular facility, promoting community engagement, and educating the public on relevant topics.
- **Objectives:** Specific objectives could include constructing necessary facilities, setting up essential services, creating community engagement programs, and organizing educational workshops.

Goals are broad statements that describe what you ultimately want to achieve. Goals are usually qualitative and inspirational.

Objectives are specific, measurable steps that are taken to achieve the goals. They are concrete and define the actions or outcomes needed to reach the goals. Objectives are typically quantitative and time-bound.

2. Identify Stakeholders

- **Primary Stakeholders:** Key individuals or groups directly involved in the project, such as local government, relevant organizations, community members, volunteers, professionals, and donors.
- **Secondary Stakeholders:** Supporting individuals or groups that can provide additional resources or support, such as local businesses, schools, and other community groups.

3. Create a Project Plan

- **Tasks:** Identify all tasks required to complete the project, such as site selection, obtaining permits, fundraising, design and construction, recruitment of staff and volunteers, and community outreach.
- **Timelines:** Develop a timeline that outlines the start and end dates for each task, with milestones to track progress.
- **Responsible Parties:** Assign specific tasks to individuals or teams, ensuring that everyone knows their responsibilities.

4. Risk Management

- **Identify Risks:** Potential risks could include funding shortfalls, delays, regulatory hurdles, and health and safety issues.



- **Mitigation Strategies:** Develop strategies to mitigate these risks, such as securing multiple funding sources, creating contingency plans for delays, and ensuring compliance with all regulations.

5. Budget Management

- **Estimate Costs**

- **Allocate Resources**

- 1) **Budget Allocation:** Assign specific portions of the budget to each task.
- 2) **Task Budgeting:** Break down the budget further within each task.

- **Track Expenses**

- 1) **Expense Monitoring:** Use project management software to track expenses against the budget in real-time.
- 2) **Regular Reviews:** Conduct monthly reviews to compare actual spending with the budgeted amounts and make adjustments as necessary.

- **Adjust as Necessary**

- 1) **Flexible Budgeting:** Be prepared to reallocate funds based on actual needs. For example, if material costs increase, reduce spending in other areas or seek additional funding.

Resource Management

- **Identify Resources**

Materials: List all necessary materials for the project, such as building materials, office supplies, and specialized equipment.

Equipment: Identify equipment needed, such as construction tools, office equipment, and specialized machinery.

Human Resources: Identify the personnel needed, including project managers, workers, professionals, volunteers, and administrative staff.

- **Allocate Resources**

Resource Distribution: Ensure that resources are distributed to meet project needs. For example, assign construction equipment to the building phase and office equipment to the setup phase.

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Human Resource Allocation: Assign roles based on expertise. Ensure professionals focus on their specific areas, while general workers support overall tasks.

- **Optimize Utilization**

Efficient Use: Schedule resources to avoid idle time. For example, schedule construction work during the day and administrative activities in the evening to maximize resource use.

Avoid Waste: Implement inventory management practices to track materials and prevent over-ordering. Use surplus materials for maintenance or future projects.

By following this general Project Management Framework and Budget & Resource Management Guide, you can effectively plan, execute, and manage any community-based project, ensuring that it meets its goals and serves the intended purpose successfully.

EXAMPLE:

Community and School Project to Construct a Dog Shelter

Define Objectives

Goals:

- Provide a safe and comfortable space for stray and abandoned dogs.
- Promote adoption and responsible pet ownership within the community.
- Educate the public on animal welfare.

Objectives:

- Construct kennels and living spaces for dogs.
- Set up a veterinary clinic.
- Create a play and exercise area.
- Organize community engagement programs and educational workshops.

Identify Stakeholders

Primary Stakeholders:

- Local government
- Animal welfare organizations
- Community members

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- Volunteers
- Veterinarians
- Donors

Secondary Stakeholders:

- Local businesses
- Schools
- Other community groups

Create a Project Plan

Tasks:

- Site selection
- Obtaining permits
- Fundraising
- Design and construction
- Recruitment of staff and volunteers
- Community outreach

Timelines:

- Site Selection: 1 month
- Permits: 2 months
- Fundraising: 6 months
- Design and Construction: 12 months
- Recruitment: 3 months
- Community Outreach: Ongoing

Responsible Parties:

- Project Manager
- Fundraising Team
- Construction Team
- Outreach Coordinator

Risk Management

Identify Risks:

- Funding shortfalls
- Construction delays
- Regulatory hurdles
- Health and safety issues

Mitigation Strategies:

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- Secure multiple funding sources
- Create strategies to manage potential delays effectively
- Ensure compliance with all regulations
- Implement safety protocols and regular training

Budget Management

Estimate Costs

Land Acquisition:

- Purchase or lease land for the shelter: €100,000

Construction:

- Building materials: €150,000
- Labor: €120,000
- Permits and inspections: €10,000

Facilities:

- Kennels: €30,000
- Veterinary clinic: €20,000
- Play area: €15,000
- Administrative offices: €10,000

Operational Expenses:

- Utilities: €15,000 per year
- Staff salaries: €50,000 per year
- Veterinary supplies: €10,000 per year
- Dog food and maintenance: €25,000 per year

Allocate Resources

Budget Allocation:

- Construction: 40% (€120,000)
- Land Acquisition: 20% (€60,000)
- Operational Expenses: 20% (€60,000)
- Contingency Funds: 20% (€60,000)

Task Budgeting:

- Construction materials: €50,000 for concrete, €30,000 for steel
- Labor: €40,000 for contractors
- Permits: €5,000



Track Expenses

Expense Monitoring:

- Use project management software to track expenses against the budget in real-time.

Regular Reviews:

- Conduct monthly reviews to compare actual spending with budgeted amounts and make adjustments as necessary.

Adjust as Necessary

Flexible Budgeting:

- Reallocate funds based on actual needs. For example, if material costs increase, reduce spending in other areas or seek additional funding.

Resource Management

Identify Resources

Materials:

- Building materials (e.g., wood, concrete, steel)
- Fencing
- Plumbing and electrical supplies
- Veterinary equipment
- Office supplies

Equipment:

- Construction equipment (e.g., excavators, cement mixers)
- Office equipment (e.g., computers, printers)
- Veterinary equipment (e.g., examination tables, surgical instruments)

Human Resources:

- Project manager
- Construction workers
- Veterinarians
- Animal caretakers
- Volunteers
- Administrative staff

Allocate Resources

Resource Distribution:

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- Assign construction equipment to the building phase
- Assign veterinary equipment to the clinic setup phase

Human Resource Allocation:

- Assign roles based on expertise
- Ensure veterinarians focus on clinic setup and health protocols
- Construction workers focus on building kennels and facilities

Optimize Utilization

Efficient Use:

- Schedule resources to avoid idle time
- For example, schedule construction work during the day and volunteer activities in the evening to maximize resource use

Avoid Waste:

- **Recycling:** Implement a recycling program for construction waste materials such as wood, metal, and concrete. Set up designated recycling bins on-site to sort and collect recyclables.
- **Upcycling:** Use surplus or discarded materials creatively to create useful items for the shelter. For example, old wooden pallets can be upcycled into dog beds or storage units.
- **Inventory Management:** Implement inventory management practices to track materials and prevent over-ordering. Regularly review inventory to ensure materials are used efficiently.
- **Donations:** Encourage donations of materials and supplies from local businesses and community members. Use donated materials whenever possible to reduce costs and waste.
- **Energy Efficiency:** Invest in energy-efficient systems and appliances for the shelter to reduce long-term operational costs and environmental impact. Use solar panels, energy-efficient lighting, and insulation to minimize energy consumption.
- **Water Conservation:** Implement water-saving measures such as low-flow faucets and toilets, and rainwater harvesting systems for non-potable water use, to reduce water consumption and costs.
- **Composting:** Set up a composting system for organic waste, such as food scraps and garden waste, to create nutrient-rich compost for landscaping around the shelter.
- **Community Involvement:** Engage the community in recycling and upcycling projects. Organize workshops where community members can learn to upcycle materials and create items for the shelter.