

Five-Day Workshop Course Syllabus

Conduct these two exercises in the town where your organization works during the three weeks prior to the live workshop.

Or... Participate in the optional pre-workshop field days at workshop location:

Saturday: 4 hours

Participatory needs assessment

- conduct a participatory needs assessment with our local workshop partner
Read the document on participatory needs assessments. Clearly identify the community that you hope to survey for the needs assessment. Conduct an informal assessment with a few community members to uncover a real challenge. List the needs identified and organize them into a clearly described challenge—a development challenge that you are going to solve with your project design. We want this as real as possible.

Sunday: 4 hours

Develop a clear problem definition in preparation for Monday's workshop

- develop a problem outline including a problem statement, underlying causes—and their negative impacts

Five-Day Live Workshop Overview

Monday

Community: Local Knowledge

- review the in-country pre-workshop community assessments

Researching Development Solutions

- research international development solution information
- summarize international development solution information
We will clarify your project's challenge, develop a theory of how you plan to solve it, and research 3 development activities that would fulfill the premise of your theory
- complete a preliminary project outline reflecting community need and solution oriented activities

Tuesday

Solution: Identifying Evidence Based Development Activities

- research evidence-based development activities
- verify activity effectiveness through scientific evidence
Research one peer-reviewed paper for three of your project's activities and see if scientists have found evidence that they are effective in solving your project's challenge. Write a one paragraph summary of the papers' findings. Update your project outline.
- develop a program and activity solution list
- Share your proposed project concept locally with colleagues to gain feedback and constructive criticism
- **Return to the community with your project concept and get their feedback and hopeful buy-in. (Post-workshop).**

Wednesday

Project: Management & Funding Tools

- develop a logical framework
Lay out your project challenge, proposed solution—and the development activities that you will implement in launching the project—and transform them into a simplified logframe.

The focus will be on outcomes and impact. We will see how we can use outcomes and impact to improve the logframe. What are current theories on engaging communities into the process of long-term impact in development projects?

We will incorporate outcome and impact statements into the logframe, and begin adding indicators and means of verification in preparation for developing a monitoring and evaluation plan.

- develop a detailed budget
We will take the activity list from the logframe and create a budget, and then apply costs to each of the different activities.
- develop a project schedule
We will take our detailed budget and transform it into a visual timeline/schedule.
- participant project presentations

Thursday

- project summary: writing a compelling two page fact sheet (LOI)

You will each write a compelling project fact sheet for presentation to donors that is no longer than 2 pages. This concise, quick-to-read document can present a focused message to a donor.

- how will you organize a donor presentation?
- where will you find donors to present your project to?
- Make a list of 2 colleagues, 2 potential NGO partners, and two donors who have expertise in development that you can share this working project proposal with. Make appointments with 1 of them.
- We will polish this family of documents by including the constructive feedback, and by making sure that the docs are absolutely parallel to each other.
- We will then carefully print them out, spiral bind them, and make an appointment with a donor to present your project. (Post-workshop).
- Share your project informally with a donor, your boss, your professor. We will discuss why it is a good idea to visit a donor at this preliminary stage, and why you should wait on writing an actual full-length proposal. (Post-workshop).

Friday

Launch: Partnering with the Community

- preparing for the formation of a community project management committee

Sustainability: Capacity Building for Community Takeover

- community capacity building
- selecting the first activity for a community capacity building workshop
- two-way knowledge transfer: lesson plans

Pick one of your evidence-based activities and write a simple one page guide on how a field staff person could implement it.

Write a workshop lesson plan for introducing this activity into a community, and then make an illustrated, How-to card to give to community members.