

Notes from Eastbourne Conference May 2008

Project Management – Basic Guidance

Marilyn Cox, Gloucestershire Rural Community Council

What is it you want to do?

Is there evidence of need and demand?

Need Funding Strategy and Budget

Project or Business Plan – required by outside funders

Monitoring

Evaluation Outputs and Outcome

Sustainability

Project Profile – no need for detail business plans with costs

What intend to do

Any additional benefits and to whom

Any support from other agencies and community

If in partnership need to be persistent, can be hard to manage

Who is going to do what

Need a lead organisation in any partnership

How will project be sustainable

Is the community involved

Need to recognise when appropriate for different local authorities to take lead

How is it going to be achieved?

Maybe need to empower councillors ie train

May increase skills of council, those in community with other skills may be involved

Funding of Project

Allocation of budget

Use of reserves for stated purpose

Use match funding

Acknowledge sources of funding eg advertise financed by Tight Fisted Parish Council

Must be accountable to electorate