

Project Management

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The process at an environmental consulting firm

New work comes in two ways:

1. An established working relationship
2. A general announcement



Step 1: Call for proposals

- What is required? Know your guidelines
- Who pays for your time? What are the odds of having your proposal accepted?



WORLD HEALTH ORGANIZATION
ORGANISATION MONDIALE DE LA SANTE

ENGLISH ONLY

[For WHO use only]

File No.

WHO ID No.

Date Submission

INITIATIVE FOR VACCINE RESEARCH (IVR)
IMMUNIZATION, VACCINES AND BIOLOGICALS (IVB)

APPLICATION FOR A COLLABORATIVE RESEARCH PROJECT

PROPOSAL FORM *

CONFIDENTIAL

PART I. ADMINISTRATIVE INFORMATION *Please print or type in English*

1.1 Full name of Principal Investigator and institutional affiliation:

Surname:

First name(s):

Institutional affiliation:

1.2 Title of project (120 characters maximum)

Step 2: Identification and agreement on objectives

- Objectives statement: Scope of work
- Definition of success
- Project deliverables



Step 3: Budgeting

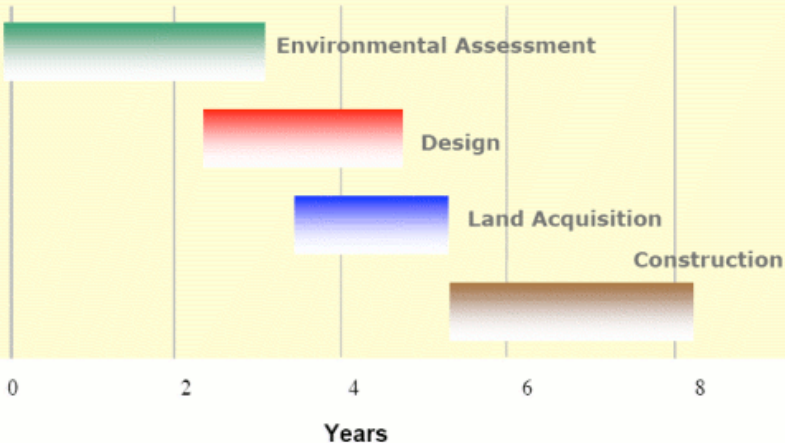
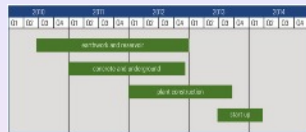
- Client costs

- Internal resources



Step 4: Timeline/project plan

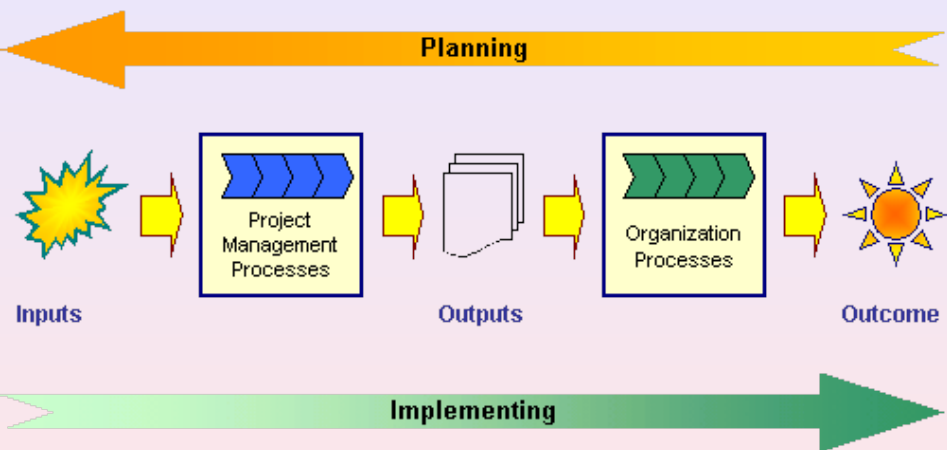
- Breakdown of project into smaller tasks
- Time of initiation and completion of each task
- Assignment of resources for each task



Step 5: Client agreement to proceed



Step 6: Implementation of project plan



Step 7: Evaluation of project



What is assessment?

Step 8: Wrap up



Exercise

You're been asked to submit a proposal for evaluation of lead contamination in soils on K-Mart property. Your proposal is accepted, and it is time to complete the project plan:

- Summarize your proposal: What is your objective? How do you plan to meet it? How have you figured cost? What are your deliverables?
- Identify the key points of your project plan: What resources do you need? What is your timeline?
- How do you evaluate your project?