

PROJECT STANDARDIZATION WORKSHOP — Participant Instructions

OBJECTIVE: Convert your division's Day 2 plans into standardized projects (40 minutes). File: Shared Drive > Facilitator Presentation 2025 > Shared Project TEmplate.xlsx

THE 8 REQUIRED FIELDS

Field	What to Enter	Example
1. Project Name	Clear, action-oriented title	<i>FMP Development - 4 New Plans</i>
2. Duration/years	Project lifespan	<i>1.5 years</i>
3. Budget/US\$	Total project cost	<i>\$217,000</i>
4. FTE/Staff	Full-time equivalent (staff × months ÷ 12)	<i>4 FTE (4 staff × 12 months ÷ 12)</i>
5. Technology	Equipment, software, systems	<i>Drones, GIS software, LIDAR</i>
6. External Support	Consultants, partners, contractors	<i>3 consultants (6 months each)</i>
7. Divis Depend	Which divisions must provide what	<i>FO: field data; LSB: legal review; CSD: procurement</i>
8. Success Criteria	Measurable outcomes	<i>4 FMPs approved by Minister; 63% coverage achieved</i>

BEFORE PRESENTING — CHECKLIST:

All 8 fields complete (no TBD)

- Budget matches Day 2
- Dependencies specific
- Success measurable

PRESENTATION (5 min/division): Your turn: present via projector, 30-60 sec/project. Others: open shared file on your device, note questions.

TIPS:

Be specific ("2.5 FTE" not "some staff")

- Break big goals into projects
- Name dependencies clearly ("FSTS: data by Q2")
- Make success measurable ("67% awareness" not "increased awareness")
- Check Day 2 notes
- Ask CEO if unsure