

Quiz 6- Project management

“How good are you at partnership and financial management?”

Circle the answer that applies to you and check your score at the end!

TAKING RESPONSABILITY

- There's one person in our group who we know will remember when deadlines are coming up and take responsibility for completing the necessary tasks.
- We share tasks equally and have a task list indicating who is responsible and due dates.
- At partnership meetings we discuss who could take responsibility for which task, usually we remember although some tasks are forgotten until the last minute.

COMMUNICATION

- The co-ordinator keeps in touch with all the partners on a regular basis and we have regular partnership meetings.
- Email can be difficult due to technical problems and post is very slow, so sometimes it's easier to just get on with things yourself.
- We keep in touch sporadically through email and have one partnership meeting when we have a chance to say what we've been doing throughout the year.




PROBLEM SOLVING

- We regularly monitor our progress involving as many groups as possible through a variety of activities, we can anticipate problems and assign responsibility for taking steps to avoid them.
- When problems arise we discuss how best to solve them as a group.
- We like to focus on the positives and don't go looking for problems.




FINANCES

- We plan our expenditure against our activities and contract and keep track of it throughout the year by recording transaction and filing receipts. We ensure that we stick to budgets and avoid ineligible expenditure, following the instructions.
- When it comes to completing partnership activities, our motto is "spare no expense" as we always try to cover staff costs and don't keep receipts.
- At the end of the year, we spend a lot of time looking for receipts and working out what we've spent the grant on. We sometimes over- or underspend the grant amount.


CONTRACTUAL REQUIREMENTS


-  We received an invoice for the first grant instalment as we missed a reporting deadline, but the main thing for us is to complete the partnership, not to waste time filling in long forms.
-  Our reports are sometimes late but if we forget the NA always sends us a missing information reminder letter.
-  We read our grant agreement and all the supporting guidance, as well as checking with our NA and looking through the guidance available on their website.


MONITORING, EVALUATION AND DISSEMINATION

-  We agreed upon how we would undertake monitoring when we submitted the joint application form and hope that all partners will stick to what was agreed.
-  We allocate time during each partnership meeting to discuss overall progress. We evaluate and monitor partnership activities and decide upon future development and dissemination of our partnership.
-  We aim to undertake monitoring, evaluation and dissemination at each individual partner organisation, but as we are all so very busy with other things it tends not to happen.

Now find out how good you are at project management!

Mostly  You need to work on your partnership management skills a bit further. A good partnership needs nurturing and organisation in order to blossom and prosper.

Mostly  Not bad, but there are obviously areas where you could improve. Have you read the Guide for applicants and the check-list explanatory sections yet?

Mostly  Well done! What a great manager you are!