How to start a project
Taking your first steps

Are you currently working on a project?

- **You have a project or project idea? Great!** Let us know and we'll help you get started and to get other students on board!
- **You don't have a project idea? Thanks for your interest!** There are plenty of projects out there that can use your support. Have you already found one?

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What is a project?

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A project

- involves a set of tasks that must be completed in order to arrive at a particular goal or outcome
- has a defined start and end date

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What is the very first thing you need to do when you want to start a project?
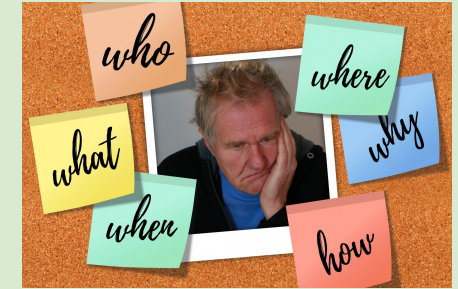
Share your thoughts!

What is a project plan?

Essentially: a document that defines the goals, objectives, and scope of a project*

*It's more than a document of course!

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Questions in project planning

- ***What*** is the project about—and what are the activities and tasks?
- ***How*** will you achieve the objectives?
- ***When*** are important events/deadlines? What is the activity schedule? Are there completion milestones?
- ***Who*** does what?

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What you need to figure out before you get started

- **needs assessment**
- **situation analysis**

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Understand the broad context	Identify local challenges	Assess your capacity	Choose a broad goal	Reassess the local context

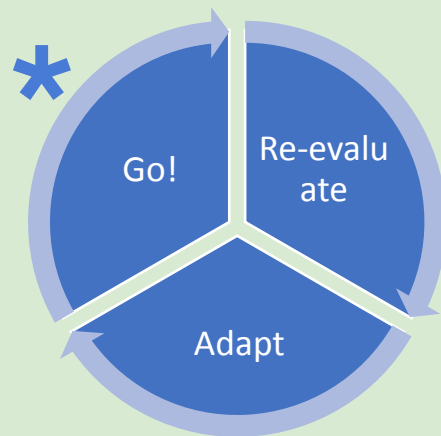**open society university network**

SMART Goals

SMART Goals

"Good Goals" vs. "Bad Goals"

A) **I want to apply for four Master's programs by the end of June 2023.**

B) **I want to have good grades.**

→ **which one is "smarter"?**

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Steps of a project plan (see handout)

1. Goals
2. Timeline
3. Assign Tasks
4. Milestones
5. Activity Checklist
6. Risk Evaluation
7. Go! *

*

Go!

Re-evaluate

Adapt

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SWOT ANALYSIS

	Helpful to achieving the objective	**Harmful** to achieving the objective
Internal origin (attributes of the organization)	**S** Strengths	**W** Weaknesses
External origin (attributes of the environment)	**O** Opportunities	**T** Threats

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SWOT ANALYSIS

SWOT ANALYSIS

Internal		External	
Strengths	Weaknesses	Opportunities	Threats

General Advice: Keep it simple

- use your project plan as a guide/tool that can also respond to changing circumstances
- don't write a novel

General Advice: Get support

- with committed team members your project has much better chances to succeed!
- make use of networks and find partners! (e.g. at your own institution, in your city, across OSUN)

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Do-No-Harm Principle
(Mary B. Anderson)

- addressing complexity of conflict environments
- strive to provide assistance / design projects in such a way that they "do no harm" in the local environment

Do No Harm Handbook
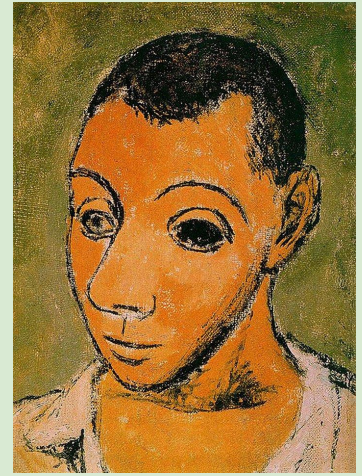
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NOW YOU!

Go! You can do it.

Exercise: Pulling through

- *Let's collect ideas for staying motivated! Share your ideas and motivating messages in the chat.*

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You have great plans ahead of you...

"*Our goals can only be reached through a vehicle of a plan, in which we must fervently believe, and upon which we must vigorously act. There is no other route to success.*"

- Pablo Picasso might have said this

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Thank you!

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Project Planning Resources:

- *[Handout: How to Plan a Project](#)*

- *[Budget template](#)*

- *[Example task sheet](#)* *(for teams)*

- *[SWOT Analysis](#)*

- *[Do No Harm Handbook](#)*

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Sources:

- *https://www.wrike.com/project-management-guide/faq/what-is-a-project-in-project-management/*

- *https://taskworld.com/blog/how-to-make-a-simple-project-plan-crush-your-deadlines/*

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