



InfoDay 2010

- Civil Protection Work Programme 2010 -

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Prepare and Manage a Project/Exercise

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Purpose of exercises



- Test new policies, plans and procedures
- Validate existing policies, plans and procedures
- Train the personnel in the execution of its duties.



Exercise Cycle



- Needs Identification
- Needs Analysis
- Exercise Design and Development
- Exercise Conduct
- Exercise Evaluation
- Improvement Plan





Project Definition



A **project** is a series of tasks that

- Have a specific objective to be completed within certain specifications
- Have defined start and end dates
- Have funding limits
- Consume resources



Project Management (1)



Comprises a body of methods and tools that facilitate the achievement of project objectives

- Within time
- Within cost
- At the desired performance/specification level
- While effectively and efficiently utilizing the assigned resources



Project Management (2)



Improvisation

- ad hoc
- way of proceeding
- uncertain
- question
- new

Routine

- continuous
- procedure
- certain
- obvious
- known

Project

- foresee
- planning
- more or less certain
- increasingly obvious
- desired



Preparing (1)



Things you have to think about

- Role [Leader (Applicant), Partner, ...]
- Scope [Legal basis, call for proposals, ...]
- Purpose & Objectives [what do you want to achieve, general and more specific...]
- Rationale [why?...]
- Target group [who ?...]

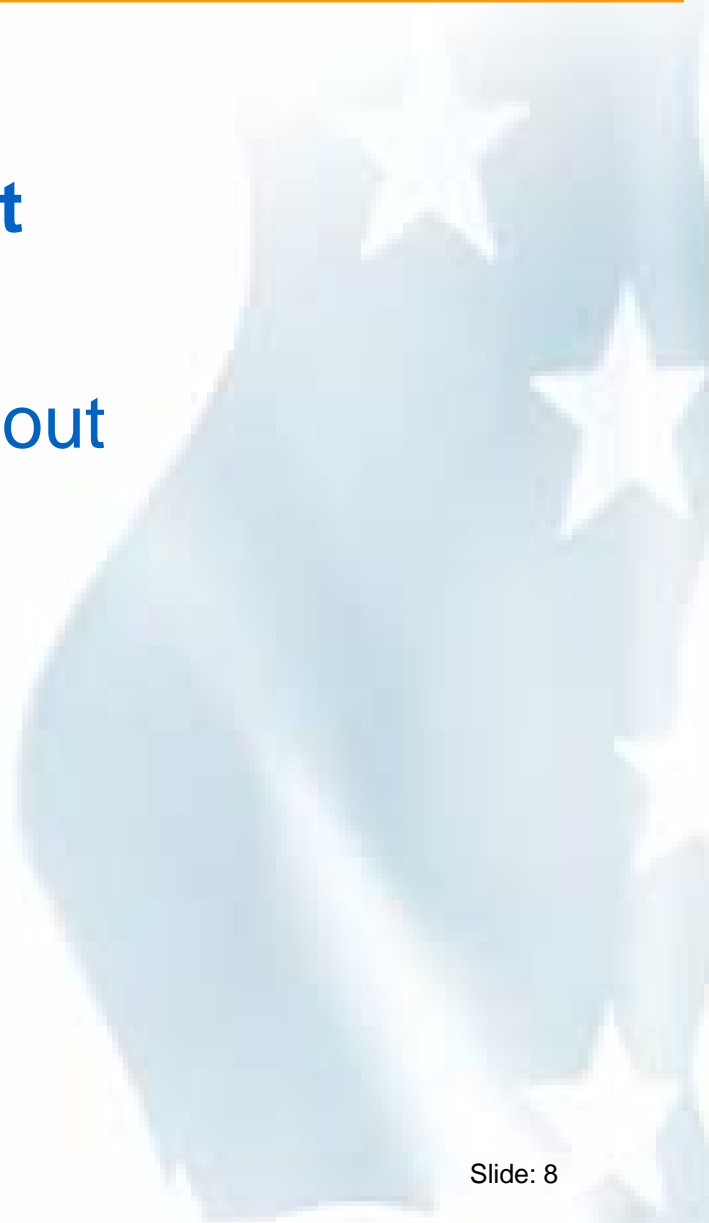


Preparing (2)



Things you have to think about

- Means and Resources
- Think carefully and in detail about
 - What
 - From whom
 - How
 - Where
 - When
 - how much
 - what if (things go wrong)





Preparing (3)



Things you have to think about

- What do you do after?
- Does anyone care?





Preparing (4)



Doing the right job

- Project preparation

Doing the job right

- Project planning
- Project execution
- Project adaptation

Strategic project
management



Start



Read carefully

- Legal basis of the Mechanism
- Lessons learned of recent emergencies
- Lessons learned of previous exercises
- Summary reports and attached documents of Civil Protection Committee meetings
- Summary reports and attached documents of Directors General of Civil protection
- The Grant Application Guide

Consult with the National Civil Protection Authority
Objectives



The scenario



- Any type of emergency in the legal basis
- Sound basis
- Data from real disasters
- Test and exercise current initiatives
- Respect national and Mechanism procedures



Project Management



- Organisational structure
- Project timeline
- Planning Meetings
- Organisation of exercise conduct
 - Exercise Control
 - Exercise Evaluation
 - Logistic considerations
- Project Reporting and Evaluation



Administrative Forms (Forms A)

- Form A1
- Form A2
- Form A3
-
- Form A8
-
- Form A10





Technical Forms (Forms T)

- Form T1
- Form T2
- Form T3a
- Form T3b
- Form T4





General for Forms T



- Essential aspects of exercise planning, conduct and evaluation and project management are respected i.e. scheduling and planning, decision – making and control
- Put in place everything that is needed in order to control:
 - Means of finance (cost – benefit)
 - Organisation (organisational aspects and collaboration)
 - Quality (criteria which the expected results must satisfy)
 - Information (communicating and storing information)
 - Time (duration of tasks, schedule, capacity)



Form T1



SUMMARY FORM

- Purpose & Objectives
- Actions and means involved in the implementation
- Expected results



Form T2



Clear and concise overview of the project.

- List of all the tasks
 - clearly relate to the exercise,
 - be necessary for its implementation (planning, conduct and evaluation) or significantly enhance the value of the exercise
- For each task: task ID (capital letters starting from “A”), task title, start date, end date, list of actions and deliverables

Recommendation number of tasks no more than ten (10)



Task Breakdown



- Task breakdown of the project is the responsibility of each applicant
- Strict structure is not imposed
- Two tasks are considered compulsory by the Commission:
 - Project Management and reporting to the EC
 - Dissemination



Forms T3a & T3b



One for each task listed in Form T2

- Break down each task in actions. The breakdown should correspond to a reasonable level i.e. one that is descriptive enough and yet not overwhelming or unnecessarily detailed.
- Allows the Commission to assess the maturity of the project in terms of planning and preparation.
- Provides a basic means for controlling and monitoring the progress of all aspects of the project, during implementation, by both the Coordinating Beneficiary and the Commission.



Form T3a



- Title
- Start date
- End date
- Description (what, how, and where)
- Expected results
- Responsible for implementing it
- Participants
- Constraints and assumptions
- Action will be subcontracted : yes/no/partially
- Requirements & specifications for subcontractor selection



Form T3b



- task ID, task title, start date, end date, and duration
- list of the deliverables description and deliverable date.
- Each significant element of the project should conclude with a deliverable which is the concrete output and evidence of the work and presents a clear step towards the successful implementation of the project.
- Project deliverables: necessary "items"/ products to plan (design and develop), conduct and evaluate an exercise.
 - Various types of documentation
 - preparation of the exercise site and of the methods for the simulation of the scenario
 - the organisation of the planning meetings
 - the reporting obligations to the Commission, etc.
- Deliverables should be limited in number, be specific and verifiable.



Documentation



specific different needs of each group of exercise participants

Exercise Instructions for

- players
- exercise control group
- actors
- observers
- VIPs
- media

one month before the planned dates of the exercise

Detailed Scenario Episodes Catalogue (DSEC)

three months before the planned dates of the exercise



Form T4



Continuous progress and improvement of the Community Civil Protection Mechanism

- describe and propose the necessary actions that will ensure that the exercise and the project evaluation results and the resulting improvement plan will be implemented
- knowledge, experience and expertise of personnel engaged in the project



Main reasons behind the failure of a project.



• Lack of clear objectives
• Lack of communication
• Poor reasons for starting a project
• Poorly defined requirements for simple projects

• Inadequate identification of solutions – in other words, identifying solutions before having clearly defined requirements - and
• Poorly defined requirements

• Over-specification of requirements.



Main reasons behind the failure of a project

- The absence of a thorough understanding of the needs – this is often the result of a poor analysis of the requirements (often by the client or others)
- The lack of support from the client involvement by the client
- The lack of communication by the end-user
- Gaps in the selection of and management of sub-contractors



Key principles of success

- A clear, precise and complete definition of the project.
- A precise evaluation of resources and skills required.
- The skills and knowledge of the head of the project and the staff involved.
- A formal analysis of risks and the definition of corrective and preventive actions.



Key principles of success

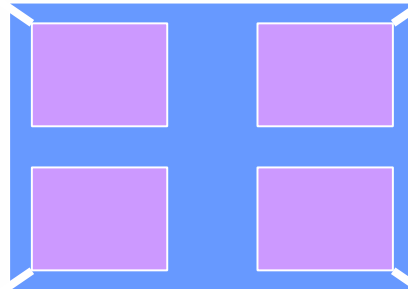
- A clear, standardised definition of responsibilities and roles for all the members of the team.
- Implementation of an effective and customised communication strategy with the team and with other stakeholders.
- Regular planning, follow-up and adjustments.



Pseudo Project Management

Expertise 1

Expertise 2



Expertise 3

Expertise 4



-
- We all want to improve the Mechanism
 - We all put lots of effort
 - There are limited financial resources
 - We need good proposals



Advice



- *Spent time in the formulation and liaising with your partners*
- *Be your own Evaluation Committee (i.e. Apply the four sets of criteria to your proposal before submitting it)*



«ΠΛΕΟΝΕΣ ΕΞ ΑΣΚΗΣΙΟΣ
ΑΓΑΘΟΙ ΓΙΝΟΝΤΑΙ
Η ΑΠΟ ΦΥΣΙΟΣ»

ΔΗΜΟΚΡΙΤΟΣ



**“It’s a funny thing,
the more I practice
the luckier I get”**

Arnold Palmer



MORE INFO:

<http://ec.europa.eu/environment/civil/prote/finance.htm>



Thank you for your attention!

Any questions?



Now and

After

Contact



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