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INTERNATIONAL FEDERATION OF  
ENGINEERING EDUCATION SOCIETIES



# Challenges

December 2, 2020



## UN head says we must make peace with nature

As record temperatures, severe drought and fast-warming seas confirm still-rising emissions, UN Secretary General Antonio Guterres makes a plea for carbon neutrality. [» Go to article](#)

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# Peace Engineering A Definition



*Peace Engineering is the intentional application of S&T principles for trans-disciplinary systemic-level thinking to build and support conditions for peace.*

*We work directly towards a world where prosperity, sustainability, social equity, entrepreneurship, transparency, community voice and engagement, ethics and a culture of quality thrive.*



# Project Scoping and Humanitarian Financing

*December 3, 2020*



# Agenda



## **Project Scoping and Creating your Project Proposal**

- ***Rossana Jordan*** - humanitarian practitioner and former UNOPS Head of Support Services

## **Humanitarian Non-Debt Financing – learn all about how your country could benefit**

- ***Richard Harris*** - strategist, technologist and international businessman focusing on impacting strategies, opportunity financing, and green sustainable technologies

**Moderator:** ***Ramiro Jordan*** – University of New Mexico, Past President of IFEES

*December 3, 2020*



# Project Scoping and Creating your Project Proposal

**Rossana Jordan**

*December 3, 2020*

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# PROJECT SCOPING & CREATING YOUR PROJECT PROPOSAL

# PART I - PROJECT SCOPING: 6 STEPS

Step 1: Identify your key stakeholders and beneficiaries, explain the project to key stakeholders, define goals and get initial buy-in.

a) Identify your (key) stakeholders: Government, local authorities, private/public institutions, local / international organisations, beneficiaries, funding source....

b) Explain "what" and "why".

c) Determine the value of the project:

- Discuss needs: stakeholders' and beneficiaries' expectations.
- Establish baselines for project scope, budget and timeline to help you measure key conditions (set up indicators) prior to project start up, which will later help you monitor and evaluate your project's progress. This helps to measure project success.
- Determine resources for your project, i.e. location/facilities, equipment, human resources, etc..

This creates a solid base for your project work plan.



# PART I - PROJECT SCOPING: 6 STEPS

Step 2: List out goals, outline the project, align your objectives and key results (OKRs).

a) Make sure your goals are clear. Key stakeholders must have a clear understanding of your goals (Key stakeholders must be satisfied).

b) Project Plan: Build the structure of your project, set up deliverables, milestones and tasks that take to reach those goals (milestones may define check-in points throughout your project so that all stakeholders understand the progress that is taking place, and what the expectations are when they will be measured).

c) Align your OKRs by setting up a management framework to set your goals and identify measurable metrics to track your team's progress toward achieving those goals.

# PART I - PROJECT SCOPING: 6 STEPS

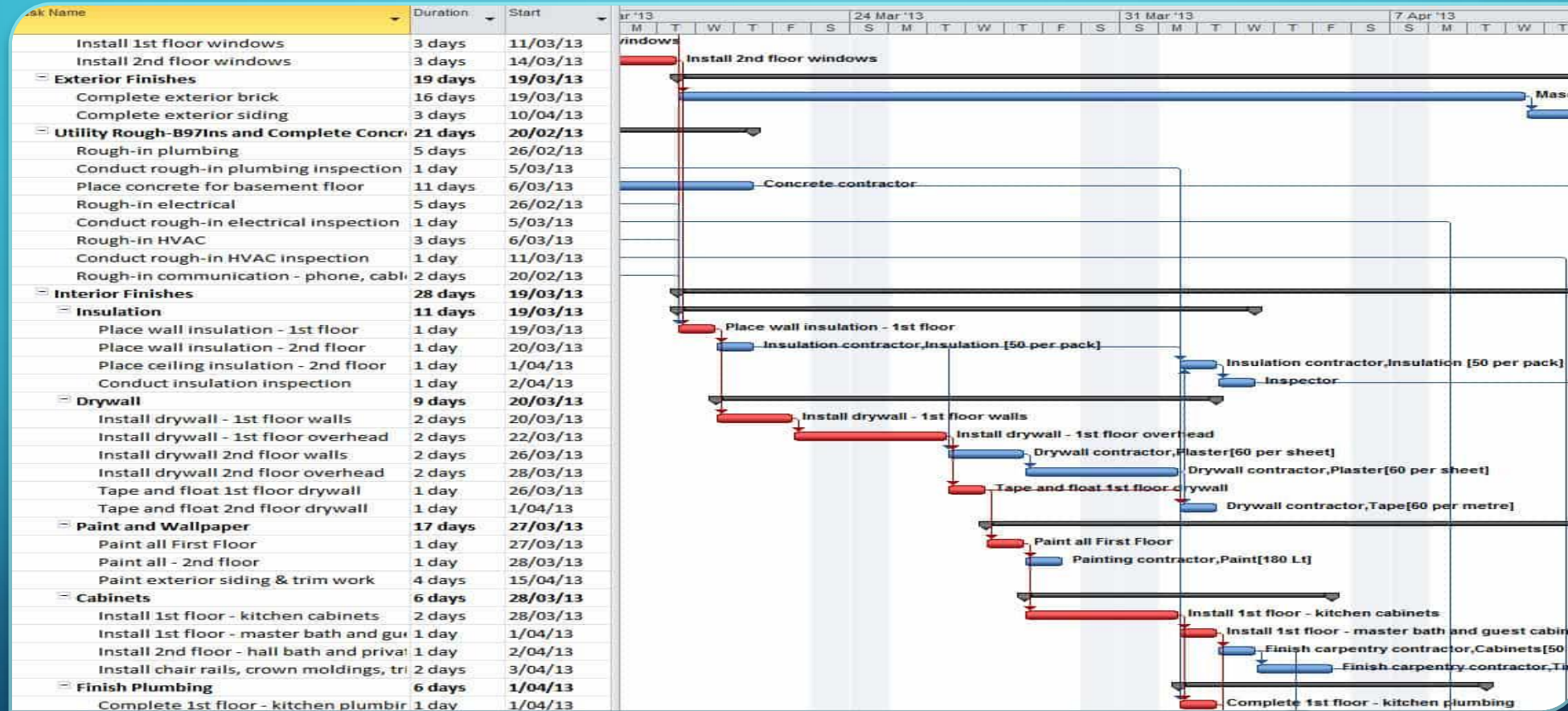
## Step 3: Prepare a detailed Project Schedule

a) Once project scope is outlined in terms of goals, tasks, deliverables and milestones, prepare a Project Schedule.

b) A Gantt Chart is a very practical tool for this purpose. It helps to easily visualize your project timeline by providing a complete view of your project's progress and work scope and outstanding tasks/deliverables that still need to be completed.

**Tip:** Consider adding some additional time for each task, deliverable and/or milestone to avoid unexpected bottlenecks that could affect your timeline and budget.

# SAMPLE OF GANTT CHART



# PART I - PROJECT SCOPING: 6 STEPS

Step 4: Define the roles, responsibilities and resources.

- a) RACI Chart/Matrix: “Responsible”, “Accountable”, “Consulted” and “Informed”
- b) This chart could help you determine who will do what for your project. It clearly establishes the roles and responsibilities of each team member.
- c) When assigning tasks to your team members, clarify the responsibilities and expectations of each individual to help minimize stress levels.

**Tip:** There are multiple templates and charts online to help you set up this matrix.

# SAMPLE RACI CHART

## Example RACI Chart

Project Deliverable (or Activity)	Project Manager	Strategist	Designer	Front End Developer	Back End Developer
Design site map	<b>C</b>	<b>R</b>	<b>A</b>	<b>I</b>	<b>I</b>
Design wireframes	<b>C</b>	<b>A</b>	<b>R</b>	<b>I</b>	<b>I</b>
Create style guide	<b>A</b>	<b>C</b>	<b>R</b>	<b>C</b>	<b>I</b>
Code templates	<b>A</b>	<b>I</b>	<b>C</b>	<b>R</b>	<b>C</b>

### Responsible

The team member who does the work to complete the task

### Accountable

The person who delegates work and provides final review on a task or deliverable before it's deemed complete

### Consulted

People who provide input on a deliverable based on the impact on their work or their domain of expertise

### Informed

People who need to be kept in the loop on project progress



# PART I - PROJECT SCOPING: 6 STEPS

Step 5: Define the communication line and check-in process.

a) Make sure you have a “Collaboration tool”. This is a software where you can house all project pieces – all in one location, such as:

- Calendar management
- Contact management
- Document management
- Project management
- Task management,
- Risk management, and more

b) This helps to easily track progress, share updates, and make edits.

c) Define how every team member should communicate throughout the project and keep the communication line in one tool so everyone can access the same information.

**Tip:** Sound communication is key to success. Avoid misunderstandings which could result in project delays and even failures. Never assume anything!

# PART I - PROJECT SCOPING: 6 STEPS

## Step 6: Prior to launching your project

- a) Discuss with your team of any potential issues, i.e. upcoming holidays, vacation, or issues with external parties, i.e. stakeholders, vendors, etc., involved in your project. Make sure your team is ready for kick-off.
- b) Set up a clear chain of command.
- c) Discuss potential risks, if any, so the entire team can be prepared to tackle them together and conduct proper monitoring of the same (Risk management).
- d) Have a clear agenda and meet with Key Stakeholders to get all parties on the same page with goals, roles, process, timeline, cost estimates, financial & progress reports, payment terms to funding source, and potential risks, constraints, if any, and other.

# PART I - PROJECT SCOPING: 6 STEPS

A Clear Agenda should include:

1. Definition of project goals & objectives and the value they bring to beneficiaries.
2. List of assets the project is expected to deliver (i.e. infrastructure, equipment, facilities, services, etc.).
3. Connection between Key Stakeholders' requirements and the project deliverables. (This is important to show Key Stakeholders that their requirements are all factored in and taken into account.)
4. Project timeline (i.e. Gantt Chart) so all parties fully understand all the tasks, deliverables and milestones to be completed within the established deadlines.
5. Description of roles & responsibilities, including reporting line of team members (i.e. RACI Chart).
6. Budget – Ensure all resources, equipment, tasks, and deliverables are duly quantified and costed out. Make sure to factor in contingencies in your budget – 10%.
7. Description of “communication tool” to be used throughout project implementation and the use of the Project Scope Document/Agreement as the only legal document to be used as source of information and consultation for project execution.



## PART II – PROJECT PROPOSAL WRITE UP

Create a Project Scope Document: Once the project is outlined, the tasks are aligned with goals, and you have the buy-in from stakeholders and your team create your project scope document.

a) What is a Project Scope Document (PSD)?

- Often called a “Statement of Work” (SOW).
- It outlines all the work required to deliver a project. It describes requirements that stakeholders expect from a project.
- It includes all deliverables, milestones and deadlines. All tasks that lead to deliverables, and who these tasks are assigned to.
- It defines all resources required for project implementation (Consider procurement of goods & services – proper bidding process. If outsourced make sure this component is costed out).
- It details all project costs (budget) and timeline.
- It establishes governance process for the project (organigram – reporting line).
- It establishes the terms of payment to funding source.

## PART II – PROJECT PROPOSAL WRITE UP

### b) Who writes a Project Scope Document?

The Project Manager because he/she is in the best position to bring together all the inputs (needs, wants and views) of all the stakeholders, including beneficiaries and subject matter experts. Knowing how to write a project scope document (PSD) is critical for the success of a project.

c) Project's requirements should not expand beyond your budget and schedule (timeline). Anything that is not in the project scope document is out of scope.

d) The PSD serves as a record of what was agreed to. This avoids any confusion and/or misunderstandings amongst stakeholders throughout project implementation.

e) The PSD is the project manager's and team's protection from over- or under-delivering. It helps to keep everyone – stakeholders, project manager and project team members, on the same page.

# PART II – PROJECT PROPOSAL WRITE UP

## Create a template for your Project Scope Document

a) Here are some key sections to include in your template:

- **Business Case:** Provide background, purpose of your project and end goals you wish to achieve.
- **Project Deliverables:** Description of all deliverables and milestones, including timeline, and cost estimates.
- **Acceptance Criteria:** Key stakeholders' requirements. List of criteria the deliverables must meet for key stakeholders to accept them.
- **Constraints:** List any potential constraints on your project, i.e. time, money, resources, weather conditions, etc.
- **Assumptions:** Anything you still must guess at during the outset of the project should be stated as an assumption.
- **Feasibility Study:** Consider conducting one prior to launching your project. This is an analysis performed by subject matter experts that consider the proposed project's relevant factors such as economic, technical, legal and scheduling considerations to ascertain the likelihood of completing the project successfully.
- **Environmental Impact Study (EIS):** “A EIS outlines the status of the environment in the affected area, provides a baseline for understanding the potential consequences of the proposed project, identifies positive and negative effects for the environment, and offers alternative actions, including inaction, in relation to the proposed project.” (Definition of ABA)
- **Project Sustainability Plan:** This describes how your project will be sustained in the long run to still function. It must ensure that project resources will not be lost.

# LAST BUT NOT LEAST.....

- ❖ **Beneficiaries:** Engage communities/beneficiaries during project execution. (Community Based Organisations – CBO's).
  - How can they contribute to your project? (an added value to your project)
  - Empowerment of women
- ❖ **Lessons Learned:** The learning gained from the process of performing the project (positive and negative lessons). Conduct a session on lessons learned during project close out.
- ❖ **Make sure your project is holistic (turn-key project), i.e. infrastructure (access roads to the site, equipment, furniture, clean water, sewage system, electricity, generators, IT connectivity, etc.**

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THANK YOU

Rossana Jordan  
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# Humanitarian Non-Debt Financing

learn all about how your country could benefit

**Richard Harris**

*December 3, 2020*





## Rossana Jordan

A humanitarian practitioner with over 30 years of experience out of which 25 years were spent working for one of the United Nation's organizations, UNOPS (United Nations Office for Project Services). UNOPS is the operational branch of the United Nations with expertise in international procurement, project management and infrastructure worldwide, particularly in conflict areas where I worked as UNOPS Head of Support Services focused on managing an operations team in Human Resources, International Procurement, Finance and IT services to multiple projects in Sri Lanka during the post-Tsunami period to help reconstruct Sri Lanka, subsequently Myanmar, then Haiti, disaster relief operations after the earthquake that struck Haiti in January 2010, and finally the Democratic Republic of Congo. I provided support in my capacity as Head of Support Services in multiple UNOPS infrastructure projects with great focus on project management for the construction of roads, bridges, hospitals, schools, maternity wards, health centers, water and sanitation projects, community centers, semi-permanent homes, and more, funded by multiple donors: World Bank, Asian Development Bank, Inter-American Development Bank, USAID, European Union, beneficiary governments and others. Prior to working in the field, I was part of a procurement team under the UNOPS Japanese Procurement Programme conducting international bidding processes, among other related activities related to international procurement. In essence, I'm an internationalist and a humanitarian practitioner at heart.



## Richard Harris

A strategist, technologist and international businessman focused on impacting others through action. Impacting strategies, opportunity financing, and green sustainable technologies are what I focus on to help make a difference globally. Over 45 years of technology, business development, senior executive management experience, corporate financing, communications, sales & marketing and international distribution experience.

I have worked with hundreds of clients globally evaluating, understanding, and integrating technologies to help provide the necessary solutions required. Specifically, over the last 20 years I have had the pleasure of meeting some very bright people whose technologies when implemented correctly will help resolve many of our global issues facing us today. I have a unique ability to quickly understand technologies, concepts, and opportunities and manage multiple projects at the same time all the while enjoying the rewards of creating growth.

Through my lifetime I have nurtured some incredible contacts and gained a vast experience that I believe will support all endeavors. I am focused on how I can make a difference, help people globally and really leave a legacy.

My company Impact Strategies Inc. is set up to do just that – to make a difference, help people globally and leave a legacy. [www.impactstrategies.ca](http://www.impactstrategies.ca)





# How to Get Involved



**Peace Engineering – ECHO recordings and documents**

**<http://www.ifees.net/webinars/>**

**Peace Engineering ECHO** [rjordan@unm.edu](mailto:rjordan@unm.edu)

**Project ECHO** <http://www.ifees.net/echo-peace-engineering/>

**Project ECHO COVID-19 Response** <https://echo.unm.edu/covid-19>



Transforming **Perspectives** for a Sustainable Global Future

*Imagine. Design. Create.*

Building a better world through **Peace Engineering**

# Thank YOU !!!!

