

# Planning for National Events

## Joint UNECE/WBI Workshop on National Gender Statistics Training Programmes Geneva, 9-10 October 2008

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### Objectives

- Develop skills in planning of national events to promote gender statistics.
- Conduct stakeholder analysis to identify key institutions and/or individuals to engage in the organization of a national event on gender statistics
- Learn interactive methodologies to conduct a training workshop on gender statistics

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### Agenda

#### Introduction

1. Presentation: Planning tools
2. Activity: Stakeholder Analysis
3. Presentation: How to organize a national workshop on gender statistics
4. Plenary discussion

<b>Project Definition Form</b>	
<b>Project Title:</b>	
<b>Implementing institution:</b>	<b>Country:</b>
<b>Start date:</b> Includes concept, development, implementation, and evaluation stages	<b>Completion date:</b>
<b>Project Background:</b> Describe the circumstances, decisions, previous work that has lead to this project being produced.	
<b>Project Benefits:</b> Benefits to the organisation, individuals or stakeholders in delivering the project.	
1.	
2.	
<b>Project Objectives (Outcomes):</b> The specific objectives for the project (ie. increase awareness of gender issues among NSO staff, improve skills in production of gender statistics or in gender analysis, increase use of data, etc).	
1.	
2.	
<b>Project Deliverables (Outputs):</b> The products to be delivered at the end of the project. What you will have at the end of the project, e.g. a report, survey, training materials, publication, database, etcetera.	
1.	
2.	
3.	
<b>Project Scope</b> -This section defines the boundaries of the project. Note: Planning details should <u>not</u> be included here.	
<b>This project will include:</b>	<b>This project will not include:</b>

<p><b>Success Criteria:</b> How you will measure the success of the project (Note: the success criteria must be measurable).</p>	
<p><b>Constraints:</b> Examples here can be specific (a skill which the project team must develop) resources or a deadline (Note: only include time and more if you can qualify them).</p>	
<p><b>Key Assumptions:</b> The assumptions you are making in putting this document together.</p>	
<p><b>Project Organization</b> -This section lists the roles, responsibilities and relationships within the project management team.</p>	
<p><b>Project Manager:</b> Who fulfils this role and what they do.</p>	
<p><b>Project Sponsor(s):</b> Who fulfils this role and what they do.</p>	
<p><b>Project Board/Steering Group Members:</b> Who fulfils these roles and what they do.</p>	<p><b>Project Team Members:</b> Roles and what they do.</p>
<p><b>Budget estimate</b> -Initial estimates of cost</p>	
<p><b>Resource Costs</b></p>	<p><b>Other Costs</b></p>
<p><b>Total Costs</b> –Attach a breakdown of the overall budget</p>	

<b>Stakeholders</b> Who should contribute? Who are the beneficiaries? Who might have a positive or negative impact on the project? (assets and barriers)? Actions to be taken to manage expectations, mitigate potential conflicts				
<b>Stakeholder</b> Institution or name	<b>Their interest / requirement</b>	<b>What the project needs from them</b>	<b>Perceived assets / risks</b>	<b>Actions to take</b>
<b>Milestones</b> –This section lists important, clearly defined events in the course of the project. They represent the project progress and are crucial to its success (ie. training needed, stakeholder meeting, etcetera).				
<b>Milestone</b>	<b>Responsible</b>		<b>Date</b>	
<b>1.</b>				
<b>2.</b>				
<b>3.</b>				