

Summary: Good project management is relevant for the entire CLUES process and of particular importance during the implementation step. This tool introduces the principles of project management, including the development of work breakdown structures and Gantt charts. Links are provided to useful free software and web applications which can support the project management process.

Application Within the Planning Process:

Step 1 to Step 7

Particularly Step 7: Implementation of the Action Plan

Related Tools:

T30 Monitoring Checklist

Purpose Project management is an overarching activity relevant during the entire CLUES planning period. However, particularly during the implementation phase (step 7) it is important to efficiently coordinate resources. Project management aims to achieve certain outcomes within a specific time period, to use good planning, to schedule tasks properly and to make the most of available resources, including money, materials, equipment and people (Geyer, 2005). The purpose of this tool is to introduce the basics of project management and to show how it can be done efficiently.

How to use this tool? Document D29.1 introduces the principles of project management and represents an easy-to-use and concise resource which deals with the full project life cycle. D29.2 will help you to develop a Gantt chart for time planning. Link L29.1 presents an online project management dictionary with many useful explanations.

You are recommended to use one of the powerful free computer applications for project management. Such applications facilitate and automate the process (e.g. the development of work breakdown structures and Gantt charts or the allocation of resources) and help you keep track of activities and milestones. On the one hand, there are open source desktop solutions with all the bells and whistles, such as OpenProj (see Link L29.2) and Open Workbench (L29.3). On the other hand, less sophisticated free web-based applications exist which provide an interactive, user-friendly project platform aiming to easily share information and facilitate communication and collaboration between stakeholders. Examples are Manymoon (L29.4) and Freedcamp (L29.5).

One task which is linked to project management is monitoring of the CLUES process. Tool T30 is a checklist for this.

Resources



Document D29.1:

Geyer, Y (2005). *Project Management. Handbook Series for Community-Based Organisations*. IDASA. Pretoria, South Africa.

[D29.1.pdf](#)



Document D29.2:

Tasmanian Government (2008). *Project Management Fact Sheet: Developing a Gantt Chart*. Version 1.2. Department of Premier and Cabinet. Hobart, Australia.

[D29.2.pdf](#)

Links

[Link L29.1:](#) Project Management Dictionary

[Link L29.2:](#) OpenProj

[Link L29.3:](#) Open Workbench

[Link L29.4:](#) Manymoon

[Link L29.5:](#) Freedcamp