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Project Live Cycle

- Design
- Planning
- Implementation
- Monitoring
- Close out
- **Project design** is the first phase of the project management process in which assessments are made to determine the end goal and objectives, the scope, and who should be targeted by activities.

- **Planning** focuses on determining how the work will be operationalized, both in terms how the objectives will be met and how the project will be managed.

- **Implementation** is when the project planning steps are implemented and put into action.

- **Monitoring** is assessing and measuring progress regularly to identify variances from the plan so that corrective action can be taken as necessary to meet project objectives.

- **Close out** is the phase during which project implementation is brought to a close, all work is completed, results are achieved, and lessons-learned are documented and shared.
# PROJECT PLANNING TEMPLATE

<table>
<thead>
<tr>
<th>Objective 1:</th>
<th>Assumptions</th>
<th>Timeframe</th>
<th>Person(s) Responsible</th>
<th>Notes/Updates</th>
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<tbody>
<tr>
<td>Activity 1.1:</td>
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<td>Activity 1.2:</td>
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<tr>
<td>Activity 1.3:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Objective 2:</th>
<th>Assumptions</th>
<th>Timeframe</th>
<th>Person(s) Responsible</th>
<th>Notes/Updates</th>
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<td>Activity 2.1:</td>
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<td>Activity 2.2:</td>
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<td>Activity 2.3:</td>
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<table>
<thead>
<tr>
<th>Objective 3:</th>
<th>Assumptions</th>
<th>Timeframe</th>
<th>Person(s) Responsible</th>
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<tr>
<td>Activity 3.1:</td>
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<td>Activity 3.2:</td>
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<td>Activity 3.3:</td>
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</table>
PROJECT DESIGN FRAMEWORK:
Writing Goals, Objectives and Activities

Goal: A broad statement of a desired, long-term outcome of a program; difficult to measure as written. Goals don’t always have to be achieved by one project, but it is the stated “greater good” for which you’re implementing your project.

Objective: Statements of desired results in order to work towards your goal. Most projects have 2-4 stated objectives in order to reach their goal. Objectives should be SMART!

Activities: Actions or steps that need to happen in order to achieve each objective. Activities are typically written in chronological order. Interventions can be broken down further into sub-activities depending on the complexity and size of the program.

Example:

Goal: Increase women’s economic independence in Kikori.
Objective 1: Start 10 women’s saving groups in Kikori by December 2016.
Activity 1.1: Assessment of Kikori to choose 10 villages for participation.
Activity 1.2: Schedule 2-day visits to each participating village to hold women’s meetings and mini-training in financial literacy to raise interest.
Activity 1.3: Design mini training session – ½ day. Hold facilitator’s meeting to prepare staff for this activity.
Activity 1.4: Visit each village for 2 days to hold an information session and deliver the mini training.
Activity 1.5: Finalize lists of all women participating in the savings circles.
Activity 1.6: Designate staff to attend first meeting of each village savings circle.

S = Specific: Is the objective clear in terms of what, how, when and where the situation will be changed?
M = Measurable: Are the targets measurable? (How much of an increase? How many people?)
A = Area-Specific: Does the objective delineate an area or population? (Sex, village, area.)
R = Realistic: Is the project obtainable in terms of your timeframe and budget?
T = Time-bound: Does the objective reflect a time period when it will be accomplished?
# Stakeholder Analysis Worksheet

<table>
<thead>
<tr>
<th>Stakeholder</th>
<th>Interests</th>
<th>Potential Impact of Project on Stakeholder Interests</th>
<th>Power and Influence</th>
<th>Level of engagement</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td>(Includes gender &amp; power considerations)</td>
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<td>Positive (+)</td>
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<td>Negative (-)</td>
<td></td>
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<td></td>
<td>Unknown (?)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Primary stakeholders** (directly affected by, or influence project)

1. 

2. 

3. 

**Secondary stakeholders** (indirectly affected but have a stake in the outcomes)

4. 

5.
STAKEHOLDER ANALYSIS

**Stakeholder**: Any individual, group or institution who is affected by a project in a positive or negative way.

**Stakeholder Analysis**: The systematic analysis of interest groups and how people’s interests positively or negatively affect programs.

**Why?** To understand client/beneficiary interests; identify other groups that have an interest in a project or project concept; understand potential opportunities for collaboration; understand potential threats to your project; determine to what extent groups should be invited to participate in planning and implementation; ensure meaningful participation of marginalized or vulnerable groups; design stronger and more responsive development projects.

**When?** At the earliest stages of the project cycle, but can be used at any time. Ideally the analysis takes place during the Design and Planning stages and is revisited at the other stages to ensure that all stakeholders have been incorporated into the program and properly analyzed. Stakeholder analysis is also an essential step in advocacy and awareness-raising activities.

**How?** Stakeholder Analysis is most effective when done in a participatory way. Although the initial analysis might involve only a few staff members and a brainstorming session, it comes to life through talking to a wide range of people – gaining trust in your willingness to listen, and through developing a real understanding of their interests.

**Step 1: Identify important stakeholders**
- Have all primary and secondary stakeholders been listed?
- Have interest groups been listed?
- Have all potential supporters been listed? Have all potential opponents been listed?
- Have vulnerable groups such as women, girls, and the traditionally underrepresented been listed?

**Step 2: Identify stakeholder interests. Ask the following for each stakeholder**
- What are this stakeholder’s expectations?
- What benefits are there for this stakeholder?
- What negative impacts might there be for this stakeholder? (Consider also who stands to gain / lose from the project, as well as potential impact of disrupting traditional gender / power dynamics.)
- What resources might this stakeholder commit to, or not want to commit to?
- Does this stakeholder get along with the other stakeholders?

**Step 3: Assess the overall impact - positive, negative, mixed or unknown (+, -, mix, ?)**
Step 4: Assess the power or influence this stakeholder has or could have

- Social, economic, legal or political influence.
- Is it formal or informal influence?
- Is there room to negotiate?
- How dependent is the project on this stakeholder? (Rank)
- How much influence does this stakeholder have on our project? (Rank)
- Does this stakeholder have the potential to add to our project? (Rank)

Step 5: Determine level and approach to engagement

- Light touch: informing / telling about decisions; routinely providing quality information
- Moderate engagement: involving / consulting on decisions; gathering feedback; influencing the definition of the problem, issues, options, and way forward
- Partnership: shared ownership and accountability; coordinating inputs and activities; joint decision-making
- Approval or authorization needed before proceeding or taking action
A. FORMAT OF PRESENTATION

- Power point format
- Duration: 30 minutes
- Content:

1. Project design is the first phase of the project management process in which assessments are made to determine the end goal and objectives, the scope, and who should be targeted by activities.
2. Planning focuses on determining how the work will be operationalized, both in terms how the objectives will be met and how the project will be managed.
3. Implementation is when the project planning steps are implemented and put into action.
4. Monitoring is assessing and measuring progress regularly to identify variances from the plan so that corrective action can be taken as necessary to meet project objectives.
5. Close out is the phase during which project implementation is brought to a close, all work is completed, results are achieved, and lessons-learned are documented and shared.
6. Video clip/movie that related to the case, if any

B. FORMAT OF FULL PAPER

- Word

- Style and Font Size: all texts must be 1.5 spaced. The recommended font size in body text is 12 point regular. The font size is 12 point bold for section title and 11 point bold for subsection title. The recommended font is Times New Roman in all cases.

- Title Area: the paper title is to appear in boldface capital letters, centered at the top of the first page. The recommended font size for the paper title is 16 point. The name(s) of the author(s) should appear below the title. The font size is 12 point Times New Roman (Bold).

- Headings: major headings should be numbered (except References) and appear in boldface capital letters and left justified. Secondary headings should be numbered, left aligned and in boldface letters. Tertiary headings (if they cannot be avoided) should be left aligned and in boldface letters.

- Paragraph: the first line of any paragraph should be indented by 0.5 cm. Do not leave extra spaces for paragraph separation unless needed for even spacing of a page content.

- Spacing for Headings, subheadings etc. Leave spacing of 12 points and 6 points before and after each heading. Leave spacing of 6 points each before and after all other type of headings.

- It is recommended to have labeling of only those equations that are referenced in the paper (as, for example, equation (1)). Place the equation number in bracket and put along the right margin.
• Figures and Tables: all figures and tables must be referred to in the paper. They must be numbered and have captions. An example is Fig. 1 and Table 1. Figure captions (center justified) should be placed after the figure, and Table captions (center justified) should be placed before the Table starts. Figures and tables should be of high quality and placed at the top of the respective page if possible. Color and halftone illustrations must be such that they are acceptable when printed in black and white. Placement of figures and tables should normally be after their first citation in the text.

\[ x(t) \rightarrow h(t) \rightarrow y(t) \]

Fig. 1. Linear, time-invariant system with impulse response \( h(t) \).

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<th>Load</th>
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<tr>
<td>1000</td>
<td>0.52083</td>
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Table 1. Deflections at various loads.

• References: References should be numbered in order of appearance in the paper. Use 11 size fonts in listing the references. Reference should be referred to in the main text by the respective reference number enclosed by square brackets (e.g., [1,3]). Please follow the reference styles shown under REFERENCES section.

References

C. MEMBER OF GROUP
Each group consist of 3-5 students

D. DEADLINE OF SUBMISSION
• Submission of power point : Tuesday, 25 October 2016 in soft copy send it by email
• Submission of full paper : Tuesday, 02 November 2016 in soft copy send it by email
• Complete assignment collected by Ketua Kelas : (Power point, full paper, movie/video, individual assignment) 1 week After UTS, in flashdisk,
PROJECT MANAGEMENT
(MANAJEMEN PROYEK)
EMJ 447

[Title of assignment ...........
(Judul Tugas Kelompok)

GROUP ASSIGNMENT

<table>
<thead>
<tr>
<th>NAME</th>
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<tr>
<td>NUR NADZIRAH BINTI ABDULLAH</td>
<td>B061010082</td>
</tr>
<tr>
<td>NOORASHIKIN BINTI HASHIM</td>
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<td>SITI NAQIAH NOR BINTI AMRANI</td>
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<tr>
<td>NUR ZAKIAH BINTI AHMAD</td>
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Management Study Program
Faculty of Economic
UNIVERSITY OF PASUNDAN
October, 2016