About the Presenter

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Session Outline

- Understand and Define an NGO

- Identify Types of NGOs

- Identify Fields of Work of NGOs

- Understand the NGO Project Life Cycle

- Map NGO Project Terminology with PMI's Terminology

- Wrap Up

- Q & A

What are NGOs?

- "A non-governmental organization (NGO) is a legally constituted organization created by natural or legal persons that operates independently from any government."**- www.UN.org**

- "A non-governmental organization (NGO) is any non-profit, voluntary citizens' group which is organized on a local, national or international level." **- www.NGO.org**

- "A nongovernment organization is an association which is based on the common interests of its members, individuals, or institutions has no governmental status or function, and is not created by a government, nor is its agenda set or implemented by a government." **- www.SIL.org**

- "Private organizations that pursue activities to relieve suffering, promote the interests of the poor, protect the environment, provide basic social services, or undertake community development" **- www.WorldBank.org**

What are NGOs?

Key Terms for a Common Ground:

- Is a legal entity founded by natural or legal persons.
- Not initiated nor managed government.
- Doesn't accept membership of governmental bodies.
- Works to fulfill community needs rather than profit, i.e. non profit.
- Can be based on voluntary work, paid staff or both.

Types of NGOs

- **Community Group:** Family Associations, Village Cultural Clubs.

- **Local NGO (LNGO):** Aie Serve, Sesobel, Greenline, Ayadina, Beeatoona, Ibtissama.

- **Regional NGO (RNGO):** Levant Yacht Club, MENA Entrepreneurs Summit, Anna Lindh Foundation(EuroMed), African Aid Network.

- **National NGO (NNGO):** MentorArabia, Injaz, Safar Fund.

- **International NGO (INGO):** PMI, World Vision, Red Cross, Rotary, Greenpeace, Save the Children, Oxfam.

- **International Organizations (IOs)** that are **NOT** considered NGOs: UNDP, ESCWA, UNESCO, ILO, OPEC, FAO, Arab League..etc

Field of Work

- Advocacy & Awareness
- Agriculture
- Business & Economic Policy
- Child Education
- Youth Empowerment
- Citizenship
- Communication
- Conflict Resolution
- Peace Building
- ICT
- Culture & Society
- Democracy & Civic Rights
- Rural Development
- Disability & Handicap
- Displaced Population & Refugees
- Education
- Environment
- Family Care
- Women's Rights
- Governance
- Health
- Human Rights
- Charity/Philanthropy
- Labor
- Law & Legal Affairs
- Migrant Workers
- Relief
- Reconstruction
- Rehabilitation
- Religion & Beliefs
- Research & Studies
- Science
- Social Media
- Technology
- Transparency
- Training & Capacity Building
- …etc

NGO Project Life Cycle

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Identify Need or Opportunity  →  Do Needs Assessment & Analysis  →  Set Project Objectives  →  Develop Project Logic & Activities
                                                                                                        ↓
Get External Approval & Funding  ←  Draft Project Proposal  ←  Get Internal Approval  ←  Draft Concept Paper
        ↓
Draft Project Plan  →  Implement Project  →  Monitor & Evaluate  →  Close Project
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Legend:
- Pre-Project: Needs Analysis & Project Design
- Initiation: Approving the Project
- Planning: Elaborating on Proposal
- Execution & Monitoring: Referring to Outputs, Outcomes & Impact
- Closure: Exit Strategy & After Action Review

Mapping Terminology

NGO	PMI Terminology
Community Need	Business Need
Concept Paper/Note	Project Charter
Project/Program Coordinator	Project/Program Manager
Project Proposal/Plan	Project Management Plan
Logical Framework Matrix	Requirements Traceability Matrix
Outputs	Deliverables
Outcomes	Product/Result/Service
Impact	Business Benefit
Evaluating Outputs/Outcomes/Impact	Controlling Scope/Time/Cost/Quality
Exit Strategy/Transition Plan	Project Closure
After Action Review	Capture Lessons Learned

Mapping Terminology

Concept Note/Paper	Project Charter
Project Title	Project Title
Board Member/Executive Director	Project Sponsor
Project Coordinator	Project Manager
Beneficiaries/Target Group	Customer
Community Need/Opportunity	Business Need/Purpose
Project Description	Project Description
Scope	Scope
Time/Duration	Time/Duration
Estimated Budget	Estimated Budget
N/A	Quality
Milestones	Milestones
Project Coordinators Role Description	Project Manager Authority Level

Mapping Terminology

Requirement Information					Relationship Traceability			
ID	Requirement	Priority	Category	Source	Relates to Objective	Manifests in WBS Deliverable	Verification	Validation

Requirements Traceability Matrix (RTM)
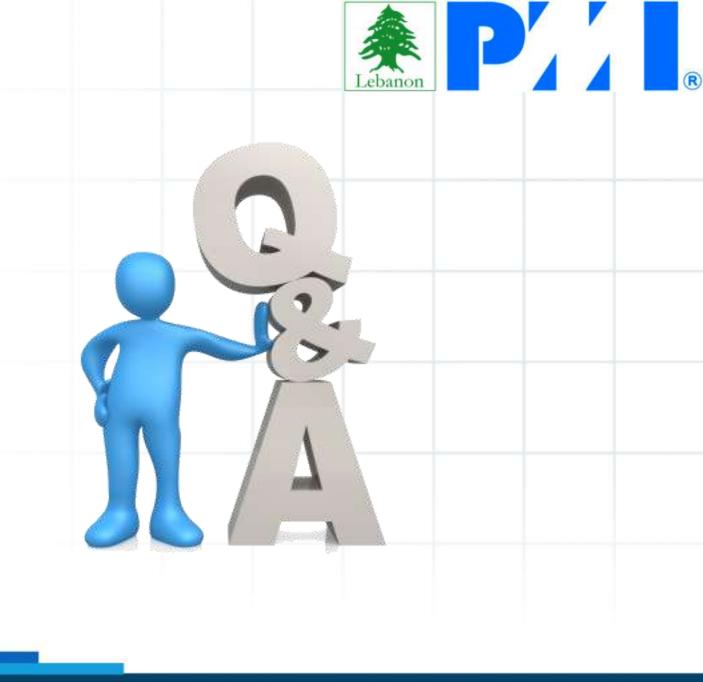
Logical Framework Matrix (LFM)

Project Structure	Objectively Verifiable Indicators	Means of Verification	Important Assumptions
Goal			
Purpose			
Outputs			
Activities			

Wrap Up

- **Project Management in NGOs is not a mystery nor shall projects stay being managed by serendipity.**

- **PMP standard is applicable in NGOs. PM4NGOs organization has developed a sketchy guide for project management in INGOs building on the PMP standard.**

- **Hundreds of thousands of dollars can be saved in Lebanon alone, and millions world wide, if projects were done on time, within budget, delivering the right scope with the right quality.**

- **Beneficiaries and the community at large can be served better if we start living up to international standards in project management.**

- **Training and consultations are readily available, no excuses to hide behind our finger.**

"Operations keeps the lights on, strategy provides a light at the end of the tunnel, but project management is the train engine that moves the organization forward." ~ J*oy Gumz*