

vcashpoint
your idea. your time. our cash.

plan for success

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Project Management

1. What is project management?

Project Management is the art of organising and managing the available resources so that a project is completed on time and on budget, and achieves its planned objectives at the highest possible quality.

2. What are the advantages of planning your vCashpoint project?

- It will help you to work out how to tackle the project. You will be able to identify all the tasks involved with the project before you start and in what order they need to be completed
 - Knowing where the pressure points are likely to be means you can allow extra time and be more prepared, so it is less likely the project will fall behind schedule
 - By tracking your progress against your schedule you will be able to identify any problems at an early stage
- It will reassure all the people involved with the project (yourself, other organisations, volunteers, participants) that you have everything under control
 - You can make sure that all your resources (money and people) are used most appropriately, and that you won't run out!
 - It will make volunteering on your vCashpoint project more relaxed and fun!

3. What are the stages involved with managing a project?

Stage one: Identify your objective(s)

What do you want to have achieved by the end of the project?

Try to make your objective(s) **SMART:**

Specific

Measurable

Achievable

Realistic

Time bound

Stage two: Identify your resources

- How much money do you have available?
- How much time can you give to the project?
- How many volunteers will be involved in the project? When? How much time are they likely to have?
- Are there any other resources available to you? (e.g. can you access free resources? Also see our top tips on blogging)

Stage three: List all the tasks required

Working out everything you need to do in order to achieve your objectives is one of the most important stages of the project management process. It will help you to make sure that you don't leave anything out and have enough time for all the things you need to do.

You might find it useful to gather together a group of people who will be involved in the project to help you do this. List all your possible ideas, including any that seem slightly crazy or excessive, as they will often spark other people to make suggestions.

Stage four: Order Tasks

Put all the tasks identified in stage three in the order they need to be completed.

Identify which tasks are dependent on other tasks having been already completed. This will help you to prioritise the most important tasks, and understand the implications of one part of your project running late.

Stage five: Delegate Tasks

It is important to delegate tasks to other people. This can help to keep all the other people involved with the project motivated and help you to achieve your objectives – you can't do it all yourself! It is important to make sure the tasks you delegate aren't just the ones you don't want to do, that the person you delegate to fully understands the task, that they feel they can complete the task and you give them enough time. Remember to think about the resources you identified in stage two of the process.

Stage six: Identify Risks

Try to get one step ahead of the game! If you can identify some of the things that could go wrong with your project (for example a volunteer not turning up, bad weather), and the chances of them actually happening, then you can take measures to control the risk they pose. This includes thinking about actions to reduce the probability of the most likely risks occurring, and creating some plans to calmly overcome these challenges if they do indeed take place.

Stage seven: Monitor Progress

Once you've created your plans, make sure you continue to refer to them throughout the duration of your project. This will help you to track your progress towards your objectives and spot any problems at an early stage, making them easier to overcome.

Need help?

If you have a query before or while you are applying, about the application form, application process, funding criteria, deadlines and dates for each round or anything else you can contact our help desk in one of the following ways:

By phone: **0800 089 9000**,

By text: text **vcash** to **80010**

(an advisor will call you back)

By email: **vcashpointqueries@bss.org**