**Training programme  
 «Design and submission of development projects»**

**6-7 December, 2018**

**Venue: Kyiv, TBD**

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| Time | Activity |
| Day 1 | |
| 09:30 – 10:00 | Registration of participants, welcome coffee |
| 10:00 – 10:15 | Getting acquainted, training rules, participants’ expectations |
| 10:15 – 11:00 | **Definition and types of projects. Planning and project cycle. Practical exercise “Looking for better project ideas”** |
| 11:00 – 11:30 | **Strategies and projects. Financing development projects.  Practical exercise “Researching donor motivation”** |
| 11:30 – 12:00 | Coffee break |
| 12:00 – 12:45 | **Situation and needs analysis.**  **Practical exercise “Formulating the problem”** |
| 12:45 – 13:15 | **Identification of stakeholders.**  **Practical exercise “Stakeholder analysis”** |
| 13:15 – 14:00 | Lunch break |
| 14:00 – 16:00 | **Comprehensive problem analysis. Problem tree.  Practical exercise “Building a problem tree”** |
| 16:00 – 16:30 | Coffee break |
| 16:30 – 18:00 | **Defining objectives. Practical exercise “Building an objective tree. Choosing the project path”** |
| 18:15 | Dinner |

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| Time | Activity |
| Day 2 | |
| 09:00 – 10:30 | **Logical framework: building the logic of project intervention. Practical exercise** |
| 10:30 – 11:00 | Coffee break |
| 11:00 – 12:00 | **Logical framework: preconditions, assumptions and risks related to the project. Practical exercise** |
| 12:00 – 13:00 | **Logical framework: objectively verifiable indicators. Practical exercise** |
| 13:00 – 14:00 | Lunch break |
| 14:00 – 15:30 | **From Logframe to Action Plan and Budget. Practical exercise “Preparing a budget” or “Project communication plan”** |
| 15:30 – 16:00 | Coffee break |
| 16:00 – 17:00 | **Preparing and submitting a project proposal. Proposal assessment procedures.** Discussion |