

Training on Project Proposal Writing
08:30am -03:30 pm
Course Schedule
Day 1

No	Topic	Duration
1	Introduction and Opening	15 min
2	Important Terminologies	1 hour
3	Before you write	45 min
	Tea break	15 min
4	Different kinds of funding agencies	30 min
5	Know the donor	30 min
6	Know Yourself	30 min
	Lunch	1 hour
7	Know and record your track record	30 min
8	Practical work on donor and self assessment	1 hour
9	Review of day 1	30 min

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Course Schedule
Day 2

No	Topic	Duration
1	Recap of Day 1	15 min
2	Plan the Project	45 min
3	The Logical Framework Approach	1 hour
	Tea break	15 min
4	Stakeholder Analysis	30 min
5	Linking Stakeholder Analysis and the Subsequent Steps	45 min
6	Lunch	1 hour
	Problem Analysis	1 hour
7	Analysis of Objectives	1 hour
8	Review of day 2	30 min

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Day 3

No	Topic	Duration	
1	Recap of Day 2	15 min	
2	Analysis of Strategies	45 min	
3	The Log-frame Matrix	1 hour	
	Tea break	15 min	
4	Preparing Activity and Resource Schedules	1 hour	
5	Lunch	1 hour	
6	The Process	1 hour	
	The Proposal Structure	30 min	
7	The importance of proposal document	30 min	
8	Body of Proposal – Content	30 min	
	Review of day 3	20 min	

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Course Schedule
Day 4

No	Topic	Duration
1	Recap of Day 3	15 min
2	Advantages of CROP	1 hour
3	The need for having a detailed plan and a summary	45 min
	Tea break	15 min
4	Conclusion and Budgeting	1 hours and 30 min
	Lunch	1 hour
5	The need for including appendices	1 hour
6	Bibliography / references	45 min
	Review of day 4	30 min

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Course Schedule - Day 5

No	Topic	Duration
1	Review of Day 4	15 min
2	Do's and Don'ts	1 hour
3	The need for preparing a clean and well packaged proposal	45 min
	Tea break	15 min
4	Follow-up the proposal	1 hour
5	Is this the end of the process?	30 min
	Lunch	1 hour
6	Review of prepared proposals	1 hour
7	Wrap Up	30 min
8	Post Test	15 min
	Certificate Distribution	15 min