

PROJECT DESIGNING and PROPOSAL MAKING WORKSHOP  
A Single Drop for Safe Water

## ACTIVITY SCHEDULE

Time	Day 1	Day 2	Day 3	Day 4
8 – 8:30	Registration	AHA! Moment	AHA! Moment	AHA! Moment
8:30 – 9:30	Preliminaries <ul style="list-style-type: none"> <li>• Invocation</li> <li>• National Anthem</li> <li>• Capiz Hymn</li> <li>• Opening Remarks</li> <li>• Getting to Know Each Other</li> <li>• House Rules &amp; Host Team Formation</li> <li>• Expectations Setting</li> <li>• Presentation of Objectives and Program of Activities</li> </ul>	Workshop 3: Budget	<u>Input 9</u> : Mainstream Themes	
9:30 – 10	Process Review Discussion	Presentation and Critiquing	Project Design Integration to Proposal Refinement	
10 – 10:30	<u>Input 1</u> : Program, Project & <i>the</i> Project Cycle	<u>Input 4/Workshop 4</u> : Risks, Risks Management and Sustainability	Writeshop 2: Executive Summary	
10:30 – 11:30	<u>Input 2</u> : Steps in Program/Project Identification, Indicators of Effective Program/Project Design	Presentation and Critiquing <u>Input 5/Workshop 5</u> : Project Management	Presentation and Critiquing <u>Input 10</u> : Funding Options	
11:30 -12	Municipal WaSH Framework Review and Selection of Priority WaSH Program/Project	Presentation and Critiquing	Workshop 8: Organizing the Proposal	
12 – 1	<b>LUNCH BREAK</b>			
1 – 2	CONTINUE... <i>Municipal WaSH Framework Review and Selection of Priority WaSH Program/Project</i>	<u>Input 6/Workshop 6</u> : M & E	Next Steps Closing Program	
		Presentation and Critiquing		
2 – 3	<u>Input 3</u> : Project Planning and its Elements	<u>Input 7</u> : Project Proposal Making		
3 – 3:30	<u>Workshop 1</u> : Scope	Workshop 7: Project Title and Title Page		
3:30 – 4	Presentation and Critiquing	Presentation and Critiquing		
4 – 4:30	<u>Workshop 2</u> : Schedule	<u>Input 8/Writeshop 1</u> : Rationale		
4:30 – 5	Presentation and Critiquing	Presentation and Critiquing		