



Glossary of Key Terms

Accountability - the responsibility for resources and actions and for explaining what has been done

Aim - to intend or direct for a particular effect or purpose

Baseline information - a term used to describe information that illustrates the context and situation at the outset of a project and details what the project is trying to change

Capacity Building - refers to training an individual and/or organization to manage change, resolve conflict, enhance coordination, foster communication, and share information as an effective group leader

Economy - the management of resources with an aim of constant productivity; this helps ensure that funders can see their investments were used effectively

Efficiency - focusing efforts and resources on directed activities to maximize time and energy.

Evaluation - judgement about the value of the project plan and what has been achieved

Feasible - capable of being done, effected, or accomplished: *a feasible plan*

Focus Groups - a small group selected from a wider population and sampled, as by open discussion, for its members' opinions about or emotional response to a particular subject or area

Impact Assessment - as the systematic analysis of the lasting or significant changes – positive or negative, intended or not – in people's lives brought about by a given action or project/s

Implementation plans - give the details of what work is to be done, by whom and when

Indicators - assist you to measure and assess the degree to which the project is achieving its objectives and overall aim

Mapping – to sketch out or plan

Monitoring - the assessment of progress according to the original (or updated) plan

Objectives - statements of intended action

Operational plans - show what has to be achieved, the time frame within which specific projects will happen, and the activities that will take place

Outcome - a final product or end result; consequence; issue

Project – a short-term activity that is temporary and targeted to make a short-term impact with potentially long-term consequences

Program - made up of a series of projects that have a short term and a long-term impact



Project management - The process of planning, organising, staffing, directing and evaluating the life of a project

Qualitative - Descriptive information, eg quotes, interviews, stories, media articles, photos etc

Quantitative - Information that describes quantities eg. figures, percentages, measures of time, weight, distance, growth etc

Stakeholder - a person or group that has an investment, share, or interest in something, as a business or industry

Strategic plans - set out the 'big picture' and focus on the overall direction of a program or organization for a period of three to five years

Transparency - clear and open decision-making, full disclosure of information

Valid - sound; just; well founded: *a valid reason*