

Manual of Project Study		
Phase	Procedures	Notes
<b>Drafting</b>	Feeling the problem	
	Identifying the problem	
	Identifying the most important elements the lead to the occurrence of the problem	
	Determining several possible strategies to solve the problem	
	Determining the best strategy to solve the problem	
	Writing down the a simplified idea of the appropriate strategy to solve the problem	
	Determining the time needed for a detailed study of the strategy use in solving the problem	
	Marketing the idea to the supporting and specialized authorities in the field of the problem	
<b>Phase of detailed study and preparation of the project</b>	Precisely determining of the geographical scope of the problem	Once accepting the idea of the project, the process of detailed study for the project will be started and the geographical scope will be determined precisely. If the geographical scope is extremely large, the project will be divided into phases and a specific range for the study of solving the project will be determined.
	Precisely determining of the target subjects who will be dealt with directly to solve the problem	
	Determining an appropriate mechanism for data collection to solve the problem	There are several ways for data collection including (personal observation, individual or group interviews about the subject of the problem, forming teams for conducting surveys and data collection, making use of previous similar studies.
	After collecting enough information, we begin to prepare the logical study of the strategy to tackle the problem	
	Studying the geographical nature of the area where the problem of the study exists.	
	Determining of partners to be coordinated with and the role of each partner	
	Setting up a time plan to implement the strategies of	

	solving the problem	
	Identifying the needs of the technical and administrative staff and working team to solve the problem.	Problem – solving team
	Identifying the needed equipment and necessary tools and instruments to implement the strategy	
	Making the required budget to implement the strategy of solving the problem	The budget must be realistic and accurate and not overpriced, including the preparation of project budget
	Submitting the study to the supporting authorities for review and approval	
<b>The implementation phase of the project</b>	After approval of the study and the adoption of the project, the implementation phase begins according to the time plan.	
	Hiring a specialist full-time director for the project to participate in the formation and selection of the project implementation team.	
	Composition of technical and specialized work team and make the necessary staff contracts.	
	Preparation of the necessary equipment to carry out the project including equipment and various machines.	
	Communication with the partners in the project and coordination with them to start the implementation process	
	Start paying field visits to identify the elements of the problem and find the solution.	
	Making media documentation for each of the project phases	
<b>Project evaluation phase</b>	Making evaluation before implementation of the project	
	Assessing the progress of work during the project implementation phase and submitting reports to the project sponsors	
	Making evaluation at the end of the project implementation and submitting reports to the project sponsors and those who are interested in resolving the problem	
	Measuring the impact after the project implementation is over.	