

**1. Course Code**

2281

**2. Course Title**

S12e: ICT4D Project Exercises

**3. Teacher**

TAKAHARA, Toshiro

**4. Term**

Fall 3

**5. Course Requirements (Courses / Knowledge prerequisite for this course)**

None

**6. Course Overview and Objectives**

The objective of the course is to design a desirable ICT4D projects by deepening the understandings of theoretical and practical framework of ICT4D. Through various lectures, thought experiments and discussions, students are guided to learn about the mechanism of ICT4D projects, especially a standard project planning method; Project Cycle Management. This course is intended to learn about risk mitigation techniques during the project implementation and monitoring/evaluation method.

**7. Course Outline**

- 1 Lesson 1: Course introduction/ Method introduction (Analysis and Planning Skill)
- 2 Lesson 2: Project failures and cause analysis: Learn from the failure case
- 3 Lesson 3: Building an ICT4D Project (Project Design)
- 4 Lesson 4: Various method and tool to build a project
- 5 Lesson 5: Stakeholder analysis (Understand the Requirements of
- 6 Lesson 6: Problem Analysis and Problem Tree
- 7 Lesson 7: Objective Analysis and Objective Tree
- 8 Lesson 8: Logframe 1 (Narrative summary & Inputs)
- 9 Lesson 9: Logframe 2 (Indicators & Assumptions)
- 10 Lesson 10: WBS, Gantt Chart and other project management tools
- 11 Lesson 11: Monitoring and Evaluation of a Project
- 12 Lesson 12: Project Planning Exercise (Introduction)
- 13 Lesson 13: Project Planning Exercise (Exercise)
- 14 Lesson 14: Presentation session (Individual/ Group)
- 15 Lesson 15: Sum up and evaluation
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**8. Textbooks (Required Books for this course)**

None

**9. Reference Books (optional books for further study)**

## 10. Course Goals (Attainment Targets)

- (1) Understand different viewpoint of stakeholders on ICT4D projects using analysis skills
- (2) Ability to explain logically the mechanism of your project using theoretical frameworks
- (3) Ability to explain the risk of your project and how to mitigate these risks
- (4) Ability to plan an ICT4D project
- (5)
- (6)
- (7)
- (8)

## 11. Correspondence relationship between Educational goals and Course goals

Educational goals of the school		Course Goals	
High level ICT skills	Basic academic skills		
	Specialized knowledge and literacy		
Human skill (Tankyu skill)	Ability to continually improve own strengths	(1)(2)(3)(4)	
	Ability to discover and resolve the problem in society	Problem setting	(1)
		Hypothesis planning	(1)(2)(3)
		Hypothesis testing	(2)(3)(4)
		Practice	(4)
	Fundamental Competencies for Working Persons	Ability to step forward	(1)(2)(3)(4)
Ability to think through		(1)(2)(3)(4)	
Ability to work in a team		(1)(2)(3)(4)	
Professional ethics			

## 12. Evaluation

	Evaluation method & point allocation					
	examination	Quiz	Reports	Presentation	Deliverables	Other
(1)			○	○		
(2)			○	○		
(3)			○	○	○	
(4)			○	○		
(5)						
(6)						
(7)						
(8)						
Allocation			50	30	20	

## 13. Evaluation Criteria

Examination	
Quiz	

Reports	Project background, project purpose and the stakeholders should be clearly defined and explained. Logical connection between activities and outputs, between outputs and outcome should be clear. The assumptions should be well studied.
Presentation	Project background and stakeholders should be well analysed. The logical connections between problems are comprehensive and clear. Presentation materials are well prepared and appropriate use of presentation skills.
Deliverables	Correct use of words and the statement construction.
Other	

#### 14. Active Learning

Hourly percentage of active learning within the whole class time		50%
1	Active learning such as problem solving assignment using the knowledge and skills acquired in class.	Sometimes
2	Active learning such as group works and discussions.	All the time
3	Outcome presentations and feedbacks.	Sometimes
4	Students actively make decisions on how the class should be conducted.	Sometimes

#### 15. Notes

Active participation to the discussion will be appreciated and counted to the evaluation

#### 16. Course plan

(Notice) This plan is tentative and might be changed at the time of delivery

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Lesson 1: Course introduction/ Method introduction (Analysis and Planning Skill)      Lecture & Discussion: 90min

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1. Course introduction and kick off
2. Skills to be obtained at the end of the course
3. Grading method
4. Assignment: Read Alan Kay's "A Personal Computer for Children of All Ages" and write a memo on your viewpoint on it.

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Lesson 2: Project failures and cause analysis: Learn from the failure case      Lecture & Discussion: 90min

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1. Presentation of project failure examples
2. Discussion on the cause of failure and risk mitigation

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Lesson 3: Building an ICT4D Project (Project Design)      Lecture & Discussion: 90min

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1. Methodology of building an ICT4D project
2. Choice of appropriate technology
3. Idea is everything
4. How to make your idea really work? Power of design

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Lesson 4: Various method and tool to build a project      (Lecture, 75 min. / Q&A, 15 min.)

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1. Introduction of Various Project Planning Method
2. Pros & Cons of Ptoject Planning Method
3. How to design an inclusive project
4. Ownership of the project

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Lesson 5: Stakeholder analysis (Understand the Requirements of stakeholders)      Lecture & Discussion: 90min

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1. SWOT Analysis
  2. Who are the stakeholders?
  3. Beneficiaries, counterparts and opponents
  4. How to deal with different interest of stakeholders
  5. Optimisation of a project
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Lesson 6: Problem Analysis and Problem Tree	Lecture & Discussion: 90min
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1. How to proceed to problem analysis
2. Listing of problems
3. Categorise the problems
4. Cause-Effect relationship of the problem
5. How to build a problem tree

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Lesson 7: Objective Analysis and Objective Tree	Lecture & Discussion: 90min
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1. How to transform problems to objectives
2. Build an objective tree
3. Analysis of the objective tree
4. What we can and what we cannot
5. Choose the appropriate objectives

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Lesson 8: Logframe 1 (Narrative summary & Inputs)	Lecture & Discussion: 90min
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1. Build a logic among objectives
2. Presentation of Logframe
3. Narrative summary (Overall objective, Project purpose, Outputs and activities)
4. Building activities
5. Plan inputs of the project

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Lesson 9: Logframe 2 (Indicators & Assumptions)	Lecture & Discussion: 90min
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1. Indicators and means of verification
2. Quantitative indicator and qualitative indicator
3. Probability and how to set an appropriate goal
4. Assumptions

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Lesson 10: WBS, Gantt Chart and other project management tools	Lecture & Discussion: 90min
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1. What is WBS?
  2. What is Gantt chart?
  3. Project management tools
  4. How to monitor a project
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Lesson 11: Monitoring and Evaluation of a Project Lecture & Discussion:  
90min

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1. Project management: Process and consensus
2. Risk mitigation: Theory and practice
3. Project Monitoring and Evaluation
4. DAC evaluation criteria

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Lesson 12: Project Planning Exercise (Introduction) Lecture 40min,  
Exercise 50min

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1. Use the same scenario to make different projects
2. How to proceed to this exercise
3. Choice of the method and tool
4. Final output as a presentation & project document

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Lesson 13: Project Planning Exercise (Exercise) Exercise 90 min

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1. Use the same scenario to make different projects
2. What are the target group? What are the project activities and indicators?
3. Use various planning tools to make a project
4. Include risk evaluation and mitigation

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Lesson 14: Presentation session (Individual/ Group) Presentation 90min

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1. Presentation session
2. Discussion (Q&A)

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Lesson 15: Sum up and evaluation Discussion 90min

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1. Revision of the course, important points to remember, and class feedback
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