



**ONLINE TRAINING**  
**second module – day 1**  
**Agenda**

**MODULE N. 2**

**PROJECT WRITING PRACTICE: from logical framework to work package design**

**24 - 31 MARCH 2021**

The next step to take after having identified a Call for Application that matches our needs is to submit a successful Application. What does “successful application” mean? It means we have a good project idea that is complying with all formal requirements. However, this is not sufficient. We shall also convince the donor to fund it. That is to say we shall write down our project idea in a convincing and clear way.

The aim of the second module is to guide participants through the project writing challenges and present the main techniques which are widely adopted by donors for Project Design process and that are crucial for writing good project proposals. Participants will be involved in practical training in order to address properly the main elements composing an application form. In particular the Logical framework Matrix and Work package structures will be addressed, focusing on their main aspects and suggesting either practical steps for their design and writing tips and tricks.

Day 1 will focus on the Logical Framework Matrix (LFM).

Day 2 will be dedicated to the shift from the LFM to the Work packages’ design.

**DAY 1 Learning outcomes**

- Improved knowledge of the Logical Framework Matrix for project planning and monitoring
- improved familiarity with key words and key elements of a Logical framework Matrix
- improved writing skills to draft a clear Logical Framework Matrix
- improved capacity to define and describe the Intervention logic behind a project

**DAY 1 Main topics:**

- ✓ Logical framework Matrix and its key elements
- ✓ LFM glossary and expressions

**DAY 1 Agenda:**

**8:30 Opening Session**

Brief presentation of experts

*Valentina Manzato - International Relation Division (UNIBO)*

*Livia Mercatelli - International Relation Division (UNIBO)*

**8:45 Techniques for project writing and design – The Logical Framework Matrix – PART 1: Intervention Logic**

*Valentina Manzato - International Relation Division (UNIBO)*

**09.30 Exercise:** draft column 1 of the LFM of your project idea

Duration: 30 minutes

Reference docs: concept note drafted at the end of Module 1

**10.00 Exercise discussion**

**10:15 Break**

**10:30 Techniques for project writing and design – The Logical Framework Matrix – PART 2: Objectively Verifiable Indicators and their measurement**

*Livia Mercatelli - International Relation Division (UNIBO)*

**11:00 Exercise:** draft column 2 and 3 of the LFM of your project idea

Duration: 30 minutes

**11.30 Exercise discussion**

**11:45 From theory to practice – The Logical Framework Matrix: one approach, different models**

*Livia Mercatelli - International Relation Division (UNIBO)*

**12.10 Daily recap**

*Valentina Manzato - International Relation Division (UNIBO)*

*Livia Mercatelli - International Relation Division (UNIBO)*

Assignments for the next week:

- a) complete the Logframe matrix of your project idea from column 1 to column 4
- b) analysis of Application forms – identify recurring elements to address when writing a project

**12:30 End of the day**