

WORK INSTRUCTION			
PROJECT IMPLEMENTATION			
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1.0 PURPOSE. To establish, document, implement and maintain work instruction on project implementation.

2.0 SCOPE

2.1 This documented information covers the activities involved in project implementation activities after mobilization of resources from engagement of services such as Resource Persons, Consultants, and Project staff up to preparation of Pre-termination Report. Also, covers procurement of supplies, equipment and other materials needed for project implementation.

3.0 DEFINITION OF TERMS

3.1 **Consultant's Evaluation Form (CEF)** – an evaluation sheet on the performance of the Consultant engaged for the project.

3.2 **Course Evaluation Sheet** – form accomplished by the training participants to evaluate delivery of training program or degree course.

3.3 **Letter of Conformance (LOC)** – is used to formalize the agreements with an agency related to a project or any undertaking amounting to below P500,000.00

3.5 **Memorandum of Agreement (MOA)** – is used to formalize the agreements with an agency related to a project or any undertaking amounting to and above.

3.6 **Memorandum of Understanding (MOU)** – is used to formalize the agreements with an agency related to a project or any undertaking without any financial obligations from both parties.

3.7 **Project Folio** – compilation of documents per project type as defined in the Academy's Records Management.

3.8 **Project Manager (PM)** – an officer duly designated to manage/oversee a particular project at its every stage.

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- 3.9 **Special Order (SO)** – authorization given to the DAP project team to undertake the project, within the given time frame by its specified team members.
- 3.10 **Terms of Reference (TOR)** – a document that specifies or describes all other agreements with the client not stated in the MOA.
- 3.11 **Work Plan** – detailed list of project activities.

4.0 DETAILS:

Item No.	Activity	Responsibility	Interface
4.1	<p>Management of Resources</p> <p>Project activities can be formally executed upon mobilization of resources and approval of the MOA. It involves proper matching of resources and activities to meet project delivery. This activities are based on the schedules stated in the MOA and Project Implementation Plan. This is also the stage the PM completes project staffing through hiring of Consultants/Resource Persons, acquisition of logistical requirements, mobilization of project team and monitoring of acquired resources.</p>	Project Manager	MOA/MOU/LOC Approved Workplan / PIP LOI w/TOR PR RIS MR Abstract of Canvass Service Agreement Consultant's Evaluation Form

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Item No.	Activity	Responsibility	Interface
4.2	<p>Execution, Coordination and Monitoring of Progress</p> <p>The PM ensures the timely execution of the activities in the approved Work Plan and PIP. He/she must ensure that the indicated activities all lead to the completion of specific deliverables within the target timeframe and budget.</p> <p>When there are significant changes in the project, the PM ensures the changes in internal documents such as the PIP and SO pursuant to existing policies/guidelines.</p> <p>Confirmation of Graduates leading to a degree.</p>	Project Manager Project Assistant	Contact Report Minutes of the Meetings Interim Report or Progress Report Client's Acknowledgement Receipt Transmittal letter on Final Report Submission Revised SO Academic Council
4.3	<p>Review and documentation of Project Outputs</p> <p>The PM initiates debriefing sessions, upon completion of a major output to discuss the effectiveness of the methodologies used. Areas for improvement are also discussed during the said session. Project outputs such training interventions are documented through Contact Reports. While other types of project outputs are documented through Progress or Accomplishment Report.</p>	Project Manager Project Assistant	Contact Report Minutes of the Meetings Progress Report Accomplishment Report



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4.4	<p>Project Financial Monitoring and Management</p> <p>The PM ensures that the project expenses and revenues are properly accounted for. Project expenses must be matched with accruals of project revenues. Upon completion of a major activity, a statement of account is sent to the Client based on approved schedule and mode of payment.</p>	Project Manager	CA Form Monthly Accrual Form Certificate of Project Deliverable Accepted Billing Statement MOA /TOR Memo for Budget Transfer and Project Extension
4.5	<p>Pre-termination of Project</p> <p>The PM prepares a Pre-termination Report for major activities that have been completed. He/She then creates a revised PIP reflecting the actual accomplishments or activities delivered to the Client.</p> <p>The project team identifies the problem/s encountered during project implementation or any shortcoming that necessitated early termination. These are all recorded in the report as Lessons Learned.</p>	Project Manager Supervising Fellow Center Head Project Assistant	Project Evaluation Report Consultant's Evaluation Report Project Completion Report Final Report Client Feedback Form Acknowledgement Receipt or Certificate of Client Acceptance Pre-termination Report

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5.0 REFERENCES

- 5.1 MC-2010-005 Guidelines on Adjustment of Project Activities
- 5.2 MC-2010-006 Guidelines on Project Reporting, Monitoring and other Transactions
- 5.3 MC-2010-009 Request for Billing and Collection
- 5.4 MC-2010-011 Vehicle Reservation
- 5.5 MC-2012-008 Procurement of Goods
- 5.6 MC-2010-026 Submission and Payment of Consultant's Outputs
- 5.7 MC-2012-017 Project Related Instruments
- 5.8 MC-2012-002 Issuance of Training Certificates and Citations
- 5.9 MC-2013-007 Guidelines and Procedures on Request for Payment of Honoraria
- 5.10 MC-2013-007A Guidelines and Procedures on Request for Specific Cash Advance (Except CA for Travel Expenses)
- 5.11 MC-2013-008 Amendment of MC-2001-001B (Guidelines on Snacks/Meals for Workshops / Conferences/Official Meetings)
- 5.12 SO-2013-229 Signatory to Certain Project-related Documents
- 5.13 MC-2014-077 Guidelines on Engagement and Payment to Consultants and Resource Persons
- 5.14 MC-2015-002 Guidelines for the Centralized Land Motor Vehicle Service Management System