



WATERSCHOOL PROJECT MANAGEMENT TOOLS

Following what has already been said about how to write down a Waterschool project, we suppose that your WS Development Committee decided to activate several main actions.

The first job is to put them in **order of priority**, bearing in mind that you probably have to carry them out during the current school year. This could be the resulting first list of activities:

- Waterschool Development Committee creation
- Signature of the Waterschool Contract
- WS Preliminary survey at school
- Guided tours at suppliers
- Collaboration with local suppliers of tap water
- Phase A: bottled water reduction in your school
- Sampling of tap water in the school
- Installation of technical supports for tap water delivering
- Phase B: tap water enhancement
- Consumption Monitoring
- Final Waterschool Event & Certification

The management group has now to estimate a **start** and an **end date** for each of them, so that you can create a table like that:

<i>Planned activity</i>	<i>Start date</i>	<i>End date</i>
<u>Waterschool Development Committee</u>	10/10/19	10/10/19
<u>Signature of the Waterschool Contract</u>	10/10/19	10/10/19
<u>WS Preliminary survey at school</u>	14/10/19	31/10/19
<u>Guided tours at suppliers</u>	04/11/19	23/11/19
<u>Collaboration with local suppliers of tap water</u>	04/11/19	30/06/20
<u>Phase A: bottled water reduction</u>	25/11/19	31/01/20
<u>Sampling of tap water in the school</u>	25/11/19	21/12/19
<u>Installation of technical supports</u>	07/01/20	31/01/20
<u>Phase B: tap water enhancement</u>	07/01/20	31/03/20
<u>Consumption Monitoring</u>	25/11/19	30/06/20
<u>Waterschool Event & Certification</u>	30/06/20	30/06/20

You are now ready to resort to one of the most frequently used tool in the Project Management (PM) technique, the Gantt, which provides an immediate visual representation of your activity plan, giving you the way to check the regular development of your activities.



If you like to learn something more about PM, you will be aware that every project stems from the correct employment of **resources** (people and money) in a well-defined period of **time**, having to pay attention to possible internal and external **constraints** (e.g.: your personnel can work maximum 8 hrs. a day!).

Currently, many electronic software give you the possibility to build up PM plans in a really fast and sometimes amusing way.

So, even if you are not a professional in Project Management, you can for instance freely download a very simple but effective software like [Gantt Project](#) and create a very nice and useful **Gantt representation** which could be really impressive for your stakeholders and partners.

In the next page, you could have a look on the visual representation of the above designed Waterschool project plan, as it is rendered by the above mentioned software.

If you like, you can also use this software to add **resources** (people and money) inside your file, using them to work on the further steps of the project (Monitoring and Accounting): in that case, you can realize how this kind of tools could make your PM job easier!

Fig. 1 – Graphic Representation of our Waterschool Project

