PREPARATION OF PROJECTS AND ANNUAL REPORTS

Thursday
8th March, 2018.

BY
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PROFESSOR
“Education is the kindling of a flame, not the filling of a vessel”

“I cannot teach anybody anything, I can only make them think.”

- Socrates
WHAT IS PROJECT MANAGEMENT?

**Project**: A group of milestones or phases, activities or tasks that support an effort to accomplish something

**Management**: is the process of Planning, Organizing, Controlling and Measuring
PROJECT...

• A collection of linked activities, carried out in an organized manner, with a clearly defined START POINT and END POINT to achieve some specific results desired to satisfy the needs of the organization at the current time
Project Management

- A dynamic process that utilizes the appropriate resources of the organization in a controlled and structured manner, to achieve some clearly defined objectives identified as needs.
- It is always conducted within a defined set of constraints.
EXECUTIVE SUMMARY

• Introduction

• Surveys & Investigation

• Hydrology & Water Assessment

• Design Aspects

• Reservoir & Power
EXECUTIVE SUMMARY

• Irrigation Planning & Command Area Development/Planning for domestic water supply

• Construction Program, Manpower Deployment & Plant Planning

• Environment Impact Assessment & Environment Management Plan

• Socio-Economic Aspects and R&R Plan

• Cost Estimate, BC Ratio & Financial Aspects

• Project Operation Philosophy
INTRODUCTION

- Out line of the Project
- Justification & Objective of the Project
- Lessons Learned from Previous Projects
- MOU between Center and States & Interstate Aspects
- Project Planning and Optimisation of Benefits
INTRODUCTION

- Methodology Adopted.
- Data collection
- Planning and layouts
- Surveys and investigations
- Engineering assessments and Front end engineering
- Ecological, Socio-economic and Financial Aspects
- Clearances Required
Topographical surveys

- River
- Reservoir
- Headworks (Dams including dykes, barrages, weirs etc.)
- Plant and colony, layout
- Canal and water conductor system and canal structures
- Command area (detailed and sample)
- Soil conservation
OTHER ALLIED SURVEYS

- Archaeological surveys in the reservoir area
- Mineral, (useful and harmful) surveys in the catchment reservoir areas.
- Right of way surveys for the reservoir
- Communication surveys
- Drainage surveys
- Soil surveys

Geology, Geophysical & Seismic Investigations
- Geology
- Seismicity
• Earth and rock fill dam/barrage etc.

• Masonry/concrete dam etc.

• Canal

• Power house tunnels, and canal structures
CONSTRUCTION MATERIAL INVESTIGATIONS

- Sand
- Rock and aggregates
- Bricks/tiles
- Cement/lime stone
- Cement and steel
- Scarce Materials
- Any other material
HYDROLOGICAL AND METEOROLOGICAL INVESTIGATIONS

- Rainfall and runoff
- Sunshine, cloud cover and visibility
- Wind and cyclones
- Humidity
- Temperature
- Discharge
- Sedimentation
- Water quality
- Evaporation
RESERVOIR & POWER

• Fixation of Storage and Reservoir Levels Approach-Criteria
• Sedimentation data and studies
• Life of Reservoir in years with basis
• Capacity
• Effects on sub soil water table in the adjoining areas particularly downstream of the dam
• Reservoir rim stability
• Area of submergence
• Land Acquisition –Property submerged-rehabilitation
• Recreation facilities
• Pisciculture
• Need and recommendation for soil conservation measure in the catchment
• Any other relevant information
• Power
HYDROLOGY & WATER ASSESSMENT

- General climate and Hydrology
- General information about regions
- Specific information
- Hydrological data requirements
- Alternatives and classifications
- Inputs
- Requirement of the inputs for the Project
- Water inflows
- Storage projects
- Diversion and small pondages
- Lake evaporation
- Flood inputs
- Inputs for water quality
- Surface to groundwater recharge
DESIGN ASPECTS

- Engineering Assessment
- Dam
- Barrages/Weirs and Head regulator
- Canals
- Canal structures (cross drainage works/regulators etc.)
- Tunnels
IRRIGATION PLANNING AND CAD

- Existing/proposed irrigation facilities in the proposed project command area
- Existing crop pattern
- Soil surveys
- Proposed cropping pattern
- Crop water requirement for the crops proposed by the agronomist
- Water Planning
- Command area
CONSTRUCTION PROGRAM, MANPOWER AND PLANT PLANNING

- Construction program, manpower and plant planning
- Key material planning
- Plant/Equipment planning
- Manpower planning
SOCIO-ECONOMIC STUDIES AND R&R PLAN

• Socio-Economic Profile and Survey

• Impact of Project

• Rehabilitation and Resettlement

• Users Charges and Peoples Participation
COST ESTIMATE, BENEFIT COST RATIO AND FINANCIAL BENEFITS

- Classification of units
- Classification of minor heads/sub-heads
- Establishment
- T&P
- Receipts and recoveries on capital account
- Indirect charges
- Revenues
BENEFIT – COST RATIO AND INTERNAL RATE OF RETURN

• Estimate of annual cost

• Benefit Cost ratio (BC ratio = annual benefits/Annual discounted to present day value) costs

• Financial Internal Rate of Return (FIRR)

• Allocation of cost
AN ANNUAL REPORT...

Records the status of an organisation at a point in time – the end of the financial year

• Financial status – assets and liabilities

• Performance status
  – Achievements – with respect to objectives
  – Financial performance for the year
    • Sources and use of funds
    • Profit or loss
WHY PREPARE AN ANNUAL REPORT?

• Must do! – It’s a statutory requirement.

• To be accountable to stakeholders for funds collected, funds used - and funds retained

• To describe past activities of the organisation and its current situation

• To identify future prospects, describe future plans and set performance objectives for the next year.
WHEN TO PREPARE AN ANNUAL REPORT?

- Generally prescribed by statutory regulations
- An annual report must be prepared and distributed to ‘shareholders’ or ‘members’ prior to an annual general meeting - within a prescribed period after the financial year ends.
- Meeting the prescribed report distribution deadline adds pressure to the process!
CHANGES IN ANNUAL REPORTING

• Traditionally – reports were printed and mailed

• Increasingly – reports are being distributed electronically by CD, DVD and Internet (website)

• Electronic reporting by other organisations is increasing – subject to regulatory requirements – but hard copy reports are still necessary.
PRINT VS ELECTRONIC REPORTS

• The two mediums are very different
• Simply making a pdf version of a report and posting it on a website ignores all the navigation and easy access benefits of the electronic technology
• On-line reports need to be designed to be easy to read on screen – i.e. small amounts of succinct copy with images and white space in screen-size sections
• On-line reports need to be structured like a website with navigation buttons to move directly from place to place. This is an additional expense.
PRINT REPORTS HAVE BEEN CHANGING TOO

- From staid traditional detailed (many pages of financial information) and boring

- To concise reports – that provide a short summary-style overview of the company’s operations and financial statements that make information much more accessible

- To a magazine-style format – with many colourful images and brief chatty content to maximise interest and make the material easy to read and easy to understand.
There are two main parts:

- **Descriptive material** – *public relations*
  - Explanation and discussion of the organisation’s activities, performance and future prospects

- **Financial performance** – *CFO*
  - Profit and loss statement – or operating statement
  - Statement of cash flows
  - Balance sheet
  - Explanatory notes – in conformity with standards.
Structure of Content

• Index – for navigation - (plus a glossary of terms)
• Overview – in the opening pages
  – Purpose, objectives, performance **highlights**
• Review of operations or activities
  – Introduce with Chairman’s and CEO’s reports
  – Include statements about sustainability and CSR
• Management
  – Governance, key people and personnel matters
• Financial performance – (plus auditor’s report!)
PLAN CONTENT & FORMAT

• Identify the main communication objective (or objectives) for the report
  i.e. What are the important messages?
    – Helps establish an overall theme to guide the designer in establishing a look and feel.
    – Helps select the images for illustration
      - particularly the image for the front cover.
SUMMARY

Preparing an annual report requires:

• A good understanding of the organisation and key managers

• **Good planning** – of your time and others

• **Project management** and diplomacy skills – to get people to do things on time

• **Attention to detail** – proofreading!

• **Persistence** - to get people to do things on time!
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<th>TIME</th>
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Friday, March 9, 2018
THANK YOU