
INTRODUCTION

This guidebook describes a process to help project leaders and participants better manage and measure the performance of projects carried out through Asia-Pacific Economic Cooperation (APEC). The information in this guidebook will help you better complete all the necessary forms required for an APEC project by referring you to the appropriate APEC form (or section of a form). The guidebook was originally designed for the Human Resources Development Working Group (HRDWG) of the APEC, but is also appropriate for use by other APEC fora.

THE GUIDE

What Is Its Purpose? — to provide tools for managing and measuring your project’s performance and determining what your project achieved for women and men.

Who Needs It? — project leaders, project team participants, and other staff responsible for planning and implementing APEC projects.

When Should It Be Used? —right from the start and throughout a project’s life cycle, as an integral part of your project.

The Guide discusses the project process from beginning to end. All the forms you need may be found in the appendices or on the APEC secretariat’s web site at <http://www.apecsec.org.sg>. The Process for Strengthening Project Management is shown in Exhibit 1 below. The entire Guide is based on this three-step process. Step 1, “Design the Project,” examines the fundamentals of your project. This section will help you to write your APEC project proposal and to answer the question, “What are your objectives and how will you achieve them?” Step #2 describes the process of implementing and monitoring your project and will help you to manage the implementation of your project and fill out the APEC progress reports. Finally, in Step #3, you will assess and communicate your project’s results by asking questions, such as “How did the project impact the participants and APEC members in the short and long term? How can I document that impact?” This last section will help you to complete the APEC evaluation and final report.

The Guide also offers some practical tips for each stage in the project cycle on how project leaders can implement the Framework for the Integration of Women in APEC adopted by APEC Leaders in September 1999. The APEC Framework and guides on gender analysis, collection and use of sex-disaggregated data and the involvement of women in APEC can be accessed directly on the APEC Secretariat website at <http://www.apecsec.org.sg/workgroup/gender.html>.

The structure of this Guide is based on this three-step process. Notice that the process is in part cyclical and constantly evolving, which is why there is an arrow from Step #2 back to Step #1. Each chapter

explains key management concepts and provides the necessary APEC forms and additional project management forms (see Appendices A and B) that should be completed for a project based on the concepts explained in the chapter.

Suggestions for using this guide:

- Read through the entire guide *before* beginning your project.
- Pay particular attention to the exhibits because they give concrete examples
- Refer to the APEC project forms found in the appendices to this guide
- Complete the “checklist” at the end of each step to ensure that you are taking all necessary steps.
- Use the glossary to help you understand the terms used in this guide.¹

¹ The glossary appears at the end of the Guide before Appendix A.