



## Ten Key Questions to Analyze Any Development Project

KEYWORD	WHAT INFORMATION IS NEEDED
1. Project Environment	Geographic, demographic, environmental, infrastructural <b>baseline</b> . Exact location and <i>size</i> of project intervention area.
2. Target Groups/ Beneficiaries	Knowledge about <b>target groups</b> , their <i>number</i> , and their characteristics, including problems that should be solved with (for) them.
3. Objectives of Project or Program	The „ <b>Objective</b> “ represents the concrete results a project tries to achieve. Example: “better health/ better income for...”
4. Responsibility	<b>Who</b> is responsible for planning and executing the project? How is the project organized?
5. Mode of operation	<b>What</b> are the <b>operations</b> conducted in the project, with what equipment, what technology; what hardware and know-how is provided?
6. Risk Management	What risks or (negative) side effects are project planners expecting, and how are these countered (risk management)?
7. Start and duration of project	<b>How long</b> has the project lasted since its start, what phases; what is/was the (planned) end date?
8. Output, outcome, impact	Data, estimates, and/or indicators of results, namely related to project objective(s) but also others. <b>Impact Assessment</b> .
9. Sustainability	How is <b>sustainability</b> of results ensured after project departure?
10. Total cost	<b>Total Costs</b> for planning, materials, equipment, operations, personnel, advisories and follow-up from beginning

These ten questions contain all the basics of any project or program. For large projects and for “programs” (portfolio of projects), main activities can be treated like individual projects and then added up. AidRating uses data on all these in order to quantify and rate impact. See our article: <http://www.aidrating.org/downloads/articleimpactratingwithexamplesv22.pdf>

### Dimensions:

Dimensions are essential in order to see project results in proportion, and to compare any projects or project groups. They are part of the questions 1 and 2 above (*in italic*). For human dimensions, the unit proposed is number of persons or families (of five) and parts thereof, for environment related issues, the proposed unit is km<sup>2</sup>.

### Time Frame

To appreciate project impact, the point in time a project is evaluated is important. AidRating proposes an accurate time vector for precise analysis. 3 time frame groups are of interest:

Point in Time	Typically measurable	Typically less measurable
1. During project activity	Direct project output, project jobs	Long term results (impact)
2. briefly after project departure (0-3 years)	Direct and mid-term results (outcome)	-
3. More than 3 years after project departure	Sustained long term results (impact)	Direct project output

### Transparent Reporting

AidRating has developed a method for a bottom-up approach to promote better transparency by ranking: We apply exactly these 10 questions above (TCR) to rate single projects. Additionally, for a complete picture and full transparency, reporting on all projects/fundings is needed, that is: full coverage. We count total number of projects of an agency, and number of projects covered, and apply: **project rating (%) x coverage (%) = Transparency %**

Experience in Switzerland: <http://www.aidrating.org/downloads/articletransparency100503.pdf>