

HOW TO DOCUMENT YOUR WORK <THREE>
Writing Project Overview, Bio & CV

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Why Document Your Work?

(1)

It is a good way to showcase your work to others in a **complete, systematic** and **multifaceted** way.

(2)

It is a great way for **collecting materials** for applying to future opportunities such as jobs, funding or further study.

(3)

It shows potential collaborators and employers that you are **serious** about your work and are **professional**.

(4)

Well documented work can also illustrate your **thinking** and **working process** to other professionals.

(5)

While working in a team, well documented work can help you **communicate your ideas** to other team members and act as a useful tool for **better efficiency**.

(6)

It accumulates a body of work that allows you to **reflect** upon what you have done and what you would like to do **moving forward**.

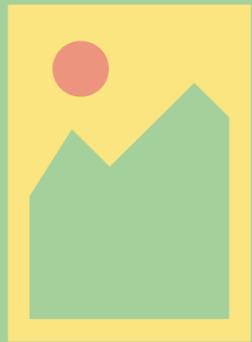
**There Are Many Ways
To Document Your Work.**



WEB



TEXT



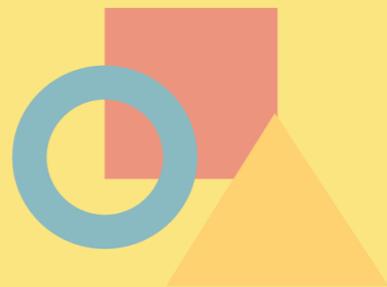
IMAGE



VIDEO



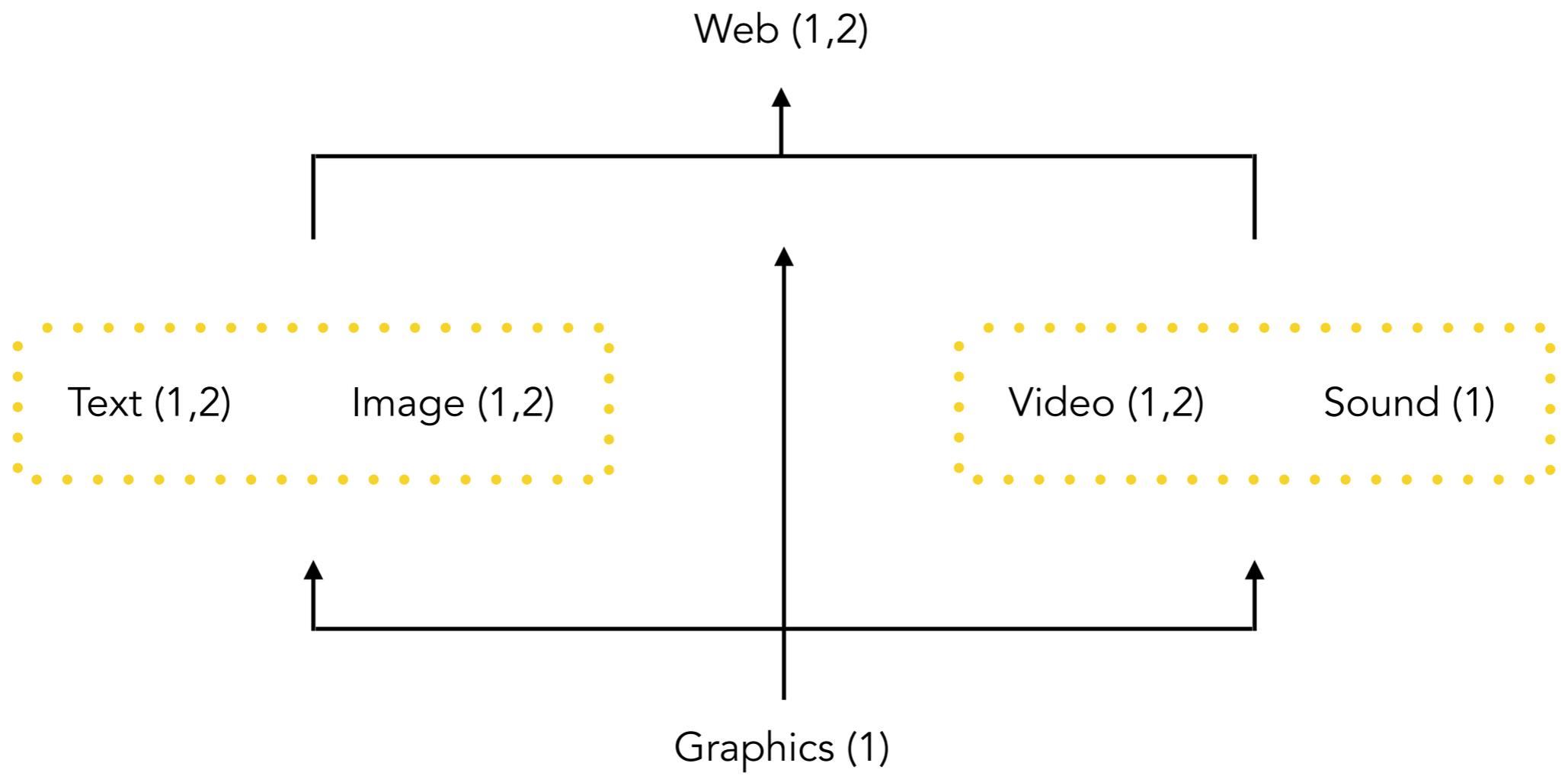
SOUND



GRAPHICS

**IN THIS WORKSHOP SERIES
WE WILL INTRODUCE THE
FOLLOWING WAYS:**

- WEB
- TEXT
- IMAGE
- VIDEO
- SOUND
- GRAPHICS



BASIC FUNCTIONAL WRITING

This is NOT a literary writing workshop.

**Why is writing important in
the professional environment?**

Writing Successful Project Proposal

PURPOSE

This presentation unites the processes of project design and proposal writing to help you design a project that is results-oriented and making it appealing for donors.

A successful project proposal is one that is well prepared, thoughtfully planned, and concisely packaged.

Writing Successful Project Proposal

COLLABORATION AND WORK PLAN

To start the process, hold a brainstorming and planning meeting with all collaborators in your organization.

The project team should set dates for the completion of the different tasks described in this guide, and assign tasks as appropriate.

Writing Successful Project Proposal

CONCEPT PAPER

Concept should be shorter than full proposals (generally two to four pages).

Once approved, you can prepare detailed proposal for final approval and funding.

ASK YOURSELF

Donor's priorities and projects funded so far?

Where has the donor funded projects?

Are there expenses that the donor will not fund?

What are the budget levels that the donor will fund?

Writing Successful Project Proposal

CONCEPTUAL MODEL

A conceptual model clarifies the relationship between the intervention strategies, the expected results and the goal of your project by demonstrating the theoretical link between them.

The information collected from a needs assessment will be useful in developing your conceptual model.

Writing Successful Project Proposal

AVOID COMMON MISTAKES

A common problem when designing a new project is that staff tend to think of interventions first, and then develop the goal and objectives to fit those interventions.

Remember that interventions should always be driven by the objectives: develop a conceptual model, identifying the problem first, then changes that need to occur to reduce the problem, and then the interventions that will lead to those changes.

Writing Successful Project Proposal

PROJECT GOALS

The project goal refers to a general, often lofty, long-term change.

Tips for writing goals:

Refer to the major social problem

Refer to your focus population and location

Use clear terminology

Writing Successful Project Proposal

PROJECT OBJECTIVES

Objectives should be "**SMART**":

Specific to avoid differing interpretations

Measurable to monitor and evaluate progress (preferably numerical)

Appropriate to the problems, goal and your organization

Realistic achievable, yet challenging and meaningful

Time-bound with a specific time for achieving them

Once you have drafted your project goal and objectives, it is time to begin considering the activities and indicators.

Writing Successful Project Proposal

PROJECT ACTIVITIES AND INDICATORS

When activities are grouped together, they are sometimes called "strategies" or "interventions."

When devising activities, consider the skills and expertise of your organization and your collaborators.

Indicators show evidence that the project is moving in the right direction to achieve an objective.

It is best to select several indicators for each objective, since objectives usually have different dimensions.

Writing Successful Project Proposal

METHODOLOGIES

Use both quantitative and qualitative methodologies in collecting data for your indicators.

This will greatly strengthen the evaluation design.

Quantitative Methodologies: Require relatively large sample sizes and can be used to generalize findings to the larger focus population and require statistical expertise.

Qualitative Methodologies: Do not require large sample sizes and also cannot be used to generalize findings to the larger focus population and no statistical expertise are required.

Qualitative data provides information about attitudes, perceptions and motivations.

Writing Successful Project Proposal

PROJECT PROPOSAL

The cover page for your proposal should provide key information and look professional.

On the cover page of the proposal, include:

Name and logo of your organization

Name of project

Name of potential donor

Month and year of submission

Contact person (s) at your organization with contact details

Table of Contents, if proposal is larger than 5 pages Standard

Writing Successful Project Proposal

KEY PERSONNEL, STRENGTHS, INNOVATION

Write about who will work on the project (management, administration, training, evaluation, finance).

If volunteers will play an important role.

Highlight the project's strengths and aspects of your project that are innovative.

Think about what makes your project stand out from others.

You may restate the factors that you think will lead to the project's success.

Writing Successful Project Proposal

BUDGET

Create a detailed budget for yourself.

For the donor, include a summary budget in a table format (with subtotals for major categories), which the project will report on.

Also include a separate narrative summary (Budget Notes) describing what the components of each line item are, and for what purpose.

Writing Successful Project Proposal

MONITORING AND EVALUATION

Monitoring and evaluation is an integral part of the project proposal.

The monitoring and evaluation section should answer the following questions:

What indicators will be measured? (Refer to the logical framework.)

Where will the information or data come from?

Who will collect the data?

How and how often will data be collected?

How and how often will reporting occur?

Writing Successful Project Proposal

SUSTAINABILITY

Sustainability refers to the ability of a project to continue once the initial grant or external source of funding has ended.

The following reasons justify thinking about sustainability:

To ensure that beneficiaries will continue to be served

To reassure donor agencies that their investment will not be lost

To convince the donor that you have planned wisely for the future of your project

To ensure that the organization's investment (direct and indirect) is not lost

Writing Successful Project Proposal

CHECKLIST FOR PROPOSAL

List each objective, and then the activities to support each objective.

Describe the activities—who will conduct them, how long each activity will last, what tools or materials you will use, how you will attract people to your activities, etc.

Writing Successful CV

ORGANIZE YOUR CV PROPERLY

Your CV must be clearly organized. Separate out your CV into sections and list out items in each section in a chronological order. A typical CV should have the following sections:

- Contact Details
- Professional Summary
- Work experience
- Educations
- Publications
- Skills/Qualifications
- Certifications/Honors
- References

Writing Successful CV

USE ADEQUATE WHITESPACE

Make sure that your CV is legible and appropriately spaced.

A CV with a lot of words jammed together is almost impossible to read.

Likewise, a CV with lots of empty space and too few words looks flimsy and unimportant.

Your goal should be to have an adequate mix of white space and words.

Writing Successful CV

USE CONSISTENT LINE SPACING

Be consistent in your use of line spacing.

It is recommended that you use a double line spacing between headings and the body of text and a single space within sub-headings.

Writing Successful CV

USE CONSISTENT VERTICAL ALIGNMENT

When indenting text, make sure that your vertical alignment is consistent.

Use either tabs or spaces.

Having a mix of tab stops or spaces in different sections can ruin the appearance of a well-written CV.

Writing Successful CV

CHOOSE THE RIGHT KEYWORDS

Many companies use an automated resume filtering software that looks for specific keywords in a CV.

It is crucial that your CV has the keywords that the HR department is looking for.

Read the job description carefully and include the details that the recruiter wants to hear from you.

Writing Successful CV

USE FULL PAGES

Make each page a full page.

A a page suggests deficiency and gives an impression that information has spilled over onto the second page.

In such a case, try to compress your CV in one page.

If the second page has considerable amount of information, try to use the full page.

Writing Successful CV

USE A SERIF FONT

Serif fonts (fonts with small line extending from the top and bottom) are much easier to read on a computer screen.

Use serif fonts if possible.

Here is a list of some common serif fonts

Century - Courier - Times New Roman - Times

If possible, refrain from using monospaced fonts like Courier as these fonts are difficult to read.

Writing Successful CV

USE ITALIC AND BOLDFACING TO ADD EMPHASIS

Use italics and boldfacing moderately to make certain sections more evident.

Refrain from underlining text as it makes your CV lose some visual clarity.

Writing Successful CV

MAKE YOUR RESUME CLEAR, CONCISE AND TO THE POINT

HR managers spend less than 20 seconds scanning a CV and they might discard your resume if they find it too vague.

Make sure that your CV is concise and pertinent.

Avoid including irrelevant information.

Arrange your information in such a way that the most important points are easily visible.

Writing Successful CV

USE EFFECTIVE JOB TITLES

Since you get less than 20 seconds to showcase your qualifications and accomplishments to your potential employer, make sure that your titles stand out.

Try to make them as descriptive and attention-grabbing as possible.

Writing Successful CV

WRITE A FOCUSED PROFILE SECTION

Include an effective and focussed Profile section.

This section should be such that it grabs the readers attention.

Use this section to indicate what you hope to do for the company.

Using a bulleted list is preferred.

Writing Successful CV

PROOFREAD IT AT LEAST TWICE

It is hard to overstate the importance of proofreading your CV.

Read your CV twice and look out for common spelling mistakes or grammatical errors.

Also get help from a friend if possible.

Writing Successful CV

SHOWCASE ACCOMPLISHMENTS INSTEAD OF RESPONSIBILITIES

In the Experience section, highlight your achievements and accomplishments instead of listing out your duties and responsibilities.

Also, whenever possible, present your work experience as challenges or problems solved.

A recruiter would already know the responsibilities of the job but would be more interested in what you have done for your previous company.

Writing Successful CV

CONSIDER QUANTIFYING YOUR ACHIEVEMENTS

Wherever possible, use numbers to quantify your achievements.

Statements like - "Increased the revenue by 20%" add more credibility to your CV.

Writing Successful CV

USE BULLETED LISTS

No recruiter has the time (and the patience) to read large paragraphs of text describing your work profile.

Instead, make use of bulleted list that describe your scholastic accomplishments, your work experiences and objectives in short sentences.

<PRACTICE>

Think about a project you are planning to do,
and begin drafting a project proposal.

One-on-One Workshop Time

