



KENYA FOREST SERVICE

DOCUMENT TITLE:PROJECT
MANAGEMENT PROCEDURE

REF NO:KFS-FCM-008

ISSUE NO: 2

REVISION NO: 1

PAGE:1 of 9

ISSUE HISTORY

ISSUE	DESCRIPTION OF CHANGE	PROCESS OWNER	EFFECTIVE DATE
1	None, no change has been done	Project Manager	10 th June 2010
2	Changes Done to conform to ISO 9001:2015 standard	Project Manager	31 st May 2018

REFERENCED DOCUMENTS

S/NO	REF	TITLE
1	QPM	Quality Policy Manual
2	PM	Procedure Manual
3	FC&MA	Forest Conservation and Management Act 2016
4	QR	Product Realization
5	SP	Strategic Plan
6	AWP	Annual Work Plan
7	APP	Annual Procurement Plan
8	AE	Approved Estimates

COPY HOLDERS

1	Chief Conservator of Forests
2	QMR
3	DCCF-FC
4	Project Manager

RECORDS/ANNEXES

REC. NO	REC. TITLE
	Project Appraisal Report
	Project Quality File
	Monthly Progress Report
	Quarterly Progress Report
	Annual progress Report

PREPARED BY:PROJECT MANAGER

APPROVED BY: CCF



KENYA FOREST SERVICE

DOCUMENT TITLE:PROJECT
MANAGEMENT PROCEDURE

REF NO:KFS-FCM-008

ISSUE NO: 2

REVISION NO: 1

PAGE:2 of 9

TABLE OF CONTENT

ISSUE HISTORY	1
REFERENCED DOCUMENTS	1
COPY HOLDERS	1
RECORDS/ANNEXES	1
1. TERMS AND DEFINITION.....	3
2. SCOPE	3
3. PURPOSE.....	3
4. OBJECTIVE	3
5. RESPONSIBILITY AND AUTHORITY	3
6. RESOURCES, INPUTS AND OUTPUTS.....	5
7. CRITERIA OF MEASUREMENT	6
8. RISK AND OPPORTUNITIES.....	6
9. EVALUATION OF PROCESS	6
10. DETAILS OF PROCEDURE	6
11. PROCESS FLOW CHART.....	9

PREPARED BY:PROJECT MANAGER

APPROVED BY: CCF

**1. TERMS AND DEFINITION**

TERM	DEFINITION(S)
KFS	Kenya Forest Service
KPI	Key Performance Indicator
CSF	Critical Success Factor
CCF	Chief Conservator of Forests
DCCF	Deputy Chief Conservator of Forests

2. SCOPE

This procedure covers all projects in Kenya Forest Service

3. PURPOSE

This procedure defines the principals and responsibilities of all projects

4. OBJECTIVE

NB: Refer to the performance contract.

CSF	KPI	TARGET(S)	DUE

5. RESPONSIBILITY AND AUTHORITY**5.1. Chief Conservator of forest**

5.1.1. Signing of project contract document

5.1.2. Appointment of Project Manager and deployment of Project Management Staffs

5.1.3. Approval of Annual Work Plans

5.1.4. Approval and allocation of project budgetary allocations

5.2. Project Manager

5.2.1. Provide framework/strategies for project activities implementation

PREPARED BY:PROJECT MANAGER**APPROVED BY: CCF**



KENYA FOREST SERVICE

DOCUMENT TITLE:PROJECT
MANAGEMENT PROCEDURE

REF NO:KFS-FCM-008

ISSUE NO: 2

REVISION NO: 1

PAGE:4 of 9

- 5.2.2. Development of annual work plans
- 5.2.3. Resources allocation for project activities implementation
- 5.2.4. Project risks mapping and mitigation
- 5.2.5. Funds management and budget control
- 5.2.6. Oversee overall project implementation
- 5.2.7. All internal and external communications
- 5.2.8. Organize for Mid-Term and Terminal Project evaluations
- 5.2.9. Implement identified changes in the mid -term evaluation report
- 5.2.10.Prepare Project Completion Report (PCR)

5.3. Assistant Project Manager


- 5.3.1. Coordination of project activities implementation
- 5.3.2. Organization of project logistics
- 5.3.3. Supervision of project management staffs
- 5.3.4. Preparation of project performance contracts
- 5.3.5. Quarterly preparation of minutes for periodical project meetings
- 5.3.6. Preparation of project's periodical briefs

5.4. Project Monitoring and Evaluation Officer

- 5.4.1. Development of monitoring plans
- 5.4.2. Collect regularly monitoring data and feed into the project monitoring and evaluation system
- 5.4.3. Overall monitoring and evaluation of project activities
- 5.4.4. Preparation of periodical project reports
- 5.4.5. Analysis of monitoring reports and provision of feedback to the project management and other stakeholders for changes necessary to enhance achievement of project objectives

PREPARED BY:PROJECT MANAGER

APPROVED BY: CCF

	KENYA FOREST SERVICE	DOCUMENT TITLE:PROJECT MANAGEMENT PROCEDURE	
REF NO:KFS-FCM-008	ISSUE NO: 2	REVISION NO: 1	PAGE:5 of 9

5.4.6. Development, storage and save custody of monitoring and evaluation data base

5.5. Project Accountant

5.5.1. Accounting of project funds

5.5.2. Preparation of periodical financial reports

5.6. Project Agronomist

5.6.1. Preparation of Annual Work Plans for agricultural crops

5.6.2. Technical supports to project agricultural activities implementation

5.6.3. Preparation of project's periodical reports

5.6.4. Monitoring and evaluation of implementation of agricultural crops

5.7. Project Community Development Officer

5.7.1. Technical support to development of community initiatives

5.7.2. Preparation of community annual work plans

5.7.3. Community capacity building

5.7.4. Monitoring, supervision, evaluation and periodical reporting on community initiatives

5.8. Project Procurement Officer

5.8.1. Preparation of project procurement plans

5.8.2. Procurement of project services and goods

5.8.3. Project assets register maintenance

6. RESOURCES, INPUTS AND OUTPUTS


6.1. Resources

6.1.1. Finances

6.1.2. Personnel

6.1.3. Infrastructure

6.2. Inputs

PREPARED BY:PROJECT MANAGER	APPROVED BY: CCF 
------------------------------------	---



KENYA FOREST SERVICE

DOCUMENT TITLE:PROJECT
MANAGEMENT PROCEDURE

REF NO:KFS-FCM-008

ISSUE NO: 2

REVISION NO: 1

PAGE:6 of 9

- 6.2.1. Strategic Plan
- 6.2.2. Project appraisal report
- 6.2.3. Finances and human capital
- 6.2.4. Annual Work plans
- 6.2.5. Monitoring and Evaluation Plans

6.3. Outputs

- 6.3.1. Annual Reports
- 6.3.2. Progress reports
- 6.3.3. Monitoring and evaluation reports (Baseline, Mid Term and End term surveys)
- 6.3.4. Project documentation reports
- 6.3.5. Project completion report

7. CRITERIA OF MEASUREMENT

NB: Refer to Performance progress reports

8. RISK AND OPPORTUNITIES

NB: Refer to the Service's Risk register

9. EVALUATION OF PROCESS

NB: Refer to the Monitoring and Evaluation Reports.

10.DETAILS OF PROCEDURE


N/B: Base on Project Cycle Management

10.1.Project Identification

- 10.1.1.PM organizes workshops and other forum to identify/generate project either through Lessons learnt and felt needs, challenges and opportunities.
- 10.1.2.PM formulates project proposal (Concept Note) considering project goal, objectives, activities, costs, time frame, risks& mitigation
- 10.1.3.PM forward a copy of the project proposal to PD&RM office, CCF, National Treasury and Donor

PREPARED BY:PROJECT MANAGER

APPROVED BY: CCF

	KENYA FOREST SERVICE	DOCUMENT TITLE:PROJECT MANAGEMENT PROCEDURE	
REF NO:KFS-FCM-008	ISSUE NO: 2	REVISION NO: 1	PAGE:7 of 9

10.1.4.PM prepares the project document (plan) once the Donor and National Treasury approves the project proposal.

10.1.5.PM set up quality file and maintains through-out the project period

10.2. Project Implementation

10.2.1.PM establishes project start up meetings

10.2.2.PM establishes and fills project structures assigning project staff roles and responsibilities

10.2.3.PM sets up project record systems

10.2.4.PM sets clear goals, objectives, activities and budget in accordance with management procedures and project plan

10.2.5.PM undertakes project baseline survey

10.2.6.PM develops Annual Work Plans and Budget

10.2.7.PM develops Annual Procurement Plans

10.2.8.PM mobilizes resources for Project Annual Work Plans implementation

10.2.9.PM sets financial and technical controls systems

10.3. Project Monitoring

10.3.1.PM establishes monitoring systems to track changes during the project implementation

10.3.2.PM prepares annual project monitoring plans

10.3.3.PM prepares periodical project reports


10.3.4.PM identifies changes requiring improvement and corrective action

10.3.5.PM communicates with the donor and other stakeholders on project progress

10.3.6.PM manages the implementation of corrective action

10.4. Project Evaluation

10.4.1.PM through use of monitoring and evaluation reports identifies necessary project changes that will contribute towards achievement of project goal(s) and objective(s) taking into consideration of technical aspects, costs, time frame and contract agreement.

PREPARED BY:PROJECT MANAGER	APPROVED BY: CCF 
------------------------------------	---



KENYA FOREST SERVICE

DOCUMENT TITLE:PROJECT
MANAGEMENT PROCEDURE

REF NO:KFS-FCM-008

ISSUE NO: 2

REVISION NO: 1

PAGE:8 of 9

10.4.2.PM sources for consultant for mid-term evaluation

10.4.3.PM shares the finding of mid-term evaluation report with project stakeholders

10.4.4.PM agrees changes with the donor incorporate them into the project document (Project Plan)

10.4.5.PM implements the changes based on findings of mid-term reports

10.4.6.PM develops a project sustainability strategy.

10.4.7.PM begins development of the project phase out or the project new phase and/or an addition proposal to address identified opportunities.

10.5. Project Termination

10.5.1.PM develops terms of references (ToR) for Project Summative Evaluation

10.5.2.PM source for consultancy for end of Project Summative Evaluation

10.5.3.PM compile project completion report (PCR)

10.5.4.PM archives project records

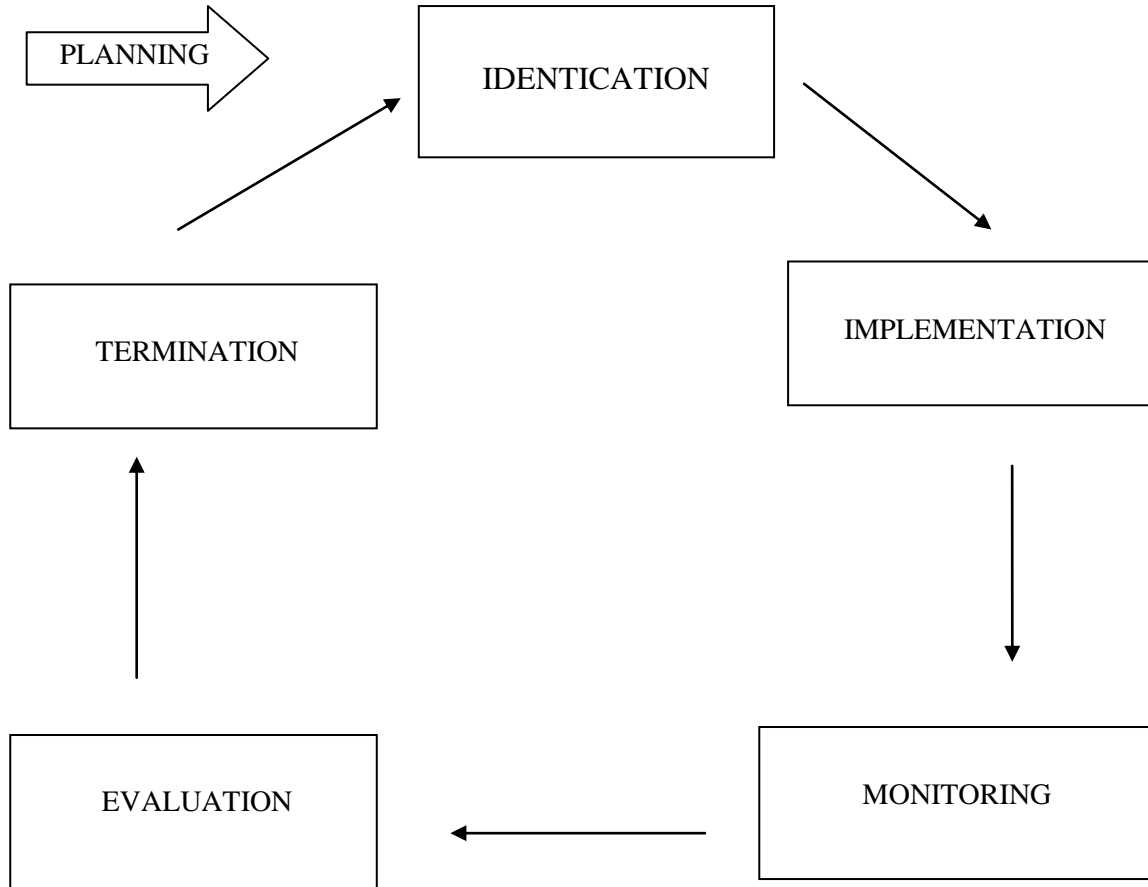
10.5.5.PM closes project accounts

PREPARED BY:PROJECT MANAGER

APPROVED BY: CCF



11. PROCESS FLOW CHART



PREPARED BY:PROJECT MANAGER

APPROVED BY: CCF