

QUESTIONNAIRE
**To investigate the level of application of Project Management
in managing Humanitarian and Development Aid Projects**

The purpose of this questionnaire is to collect data to investigate the level of application of Project Management methods, techniques, or tools by Nepal based I/NGOs in managing humanitarian and development aid projects in Nepal.

All the data collected will be treated in strict confidence and will be only used for academic research.

Thank you in advance for providing following information.

Name (optional*): Mr/Ms. _____

Organisation: _____

Address: _____

Operational since: _____

Position held in the organisation: _____

Email (optional*): _____

Phone no (optional*): _____

** For possible future contact if further clarification for the data collected is required, OR, if you are interested in receiving a copy of the general output of the research.*

1. Do you think Project Management is important to the success of managing any types of project, including humanitarian and development aid projects, regardless of the application of project management and types of projects undertaken?

Yes

No

Please explain your answer briefly below:

2. Are you aware that Project Management is a well developed management subject, within which many methods/tools/techniques have been developed in assisting to achieve the success of a project? (For example, work breakdown structure, critical path analysis (network analysis), PERT, milestone analysis, and earned value analysis.)

Yes

No

Intellectual property of Project Management Association of Nepal (PMAN, www.pman.org.np) and Sheffield Business School, Sheffield Hallam University, UK. (www.shu.ac.uk.sbs). Should you have any questions and inquiries in this regard, please contact Tikajit Rai, President of PMAN at Tikajit.rai@pman.org.np.

3. Does your organisation undertake humanitarian and development aid projects funded by international donors?

Yes

No

If Yes, please continue to the next question. If No, please go to question 20.

4. Please select and/or list the types of humanitarian and development aids projects which have been undertaken by your organisation.

- Emergency Relief & Rehabilitation
- HIV/AIDS
- Women Empowerment
- Human Trafficking
- Social Inclusion
- Human Rights
- Peace Building
- Other. Please Specify: _____

Regarding the humanitarian and development aid projects ONLY conducted in your organisation, please answer questions 5 to 17:

5. Please list Project Management tools/methods/techniques for Project DEFINITION and INITIATION, which have been commonly used in your organisation, and estimate the impact of each of them on the project success in general.

The name of the tool/method/technique	How well has it been applied	The level of impact on project success
	Well/Averagely/not well	Highly significant/significant /moderate/minor/very little
a. _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
b. _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
c. _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

6. Please list Project Management tools/methods/techniques for Project TIME/SCHEDULE management at the planning stage, which have been commonly used in your organisation, and estimate the impact of each of them on the project success in general.

The name of the tool/method/technique	How well has it been applied	The level of impact on project success
	Well/Averagely/not well	Highly significant/significant /moderate/minor/very little
a. _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
b. _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

c. _____

7. Please list Project Management tools/methods/techniques for Project COST/BUDGET management at the planning stage, which have been commonly used in your organisation, and estimate the impact of each of them on the project success in general.

The name of the tool/method/technique	How well has it been applied	The level of impact on project success
	Well/Averagely/not well	Highly significant/significant /moderate/minor/very little
a. _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
b. _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
c. _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

8. Please list Project Management tools/methods/techniques for Project MONITORING and CONTROL in terms of project schedule and cost performance evaluation which have been commonly used in your organisation, and estimate the impact of each of them on the project success in general.

The name of the tool/method/technique	How well has it been applied	The level of impact on project success
	Well/Averagely/not well	Highly significant/significant /moderate/minor/very little
a. _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
b. _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
c. _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

9. Please list Project Management tools/methods/techniques for Project QUALITY management both at the planning and control stages, which have been commonly used in your organisation, and estimate the impact of each of them on the project success in general.

The name of the tool/method/technique	How well has it been applied	The level of impact on project success
	Well/Averagely/not well	Highly significant/significant /moderate/minor/very little
a. _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
b. _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
c. _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

10. Please list Project Management tools/methods/techniques for Project CLOSURE/COMPLETION, which have been commonly used in your organisation, and estimate the impact of each of them on the project success in general.

The name of the tool/method/technique	How well has it been applied	The level of impact on project success
	Well/Averagely/not well	Highly significant/significant /moderate/minor/very little
a. _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
b. _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
c. _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

11. Please list Project Management tools/methods/techniques for Project RESOURCE management including HUMAN RESOURCE both at planning and control stages, and estimate the impact on the project success in general.

The name of the tool/method/technique	How well has it been applied	The level of impact on project success
	Well/Averagely/not well	Highly significant/significant /moderate/minor/very little
a. _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
b. _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
c. _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

12. Please list Project Management tools/methods/techniques for Project INFORMATION and COMMUNICATION management, which have been commonly used in your organisation, and estimate the impact of each of them on the project success in general.

The name of the tool/method/technique	How well has it been applied	The level of impact on project success
	Well/Averagely/not well	Highly significant/significant /moderate/minor/very little
a. _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
b. _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
c. _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

13. Please list Project Management tools/methods/techniques for Project RISK management, which have been commonly used in your organisation, and estimate the impact of each of them on the project success in general.

The name of the tool/method/technique	How well has it been applied	The level of impact on project success
	Well/Averagely/not well	Highly significant/significant /moderate/minor/very little
a. _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
b. _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
c. _____	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

14. Does your organisation always achieve its project objectives relating to cost, time and quality?

Yes No

If 'No', please answer questions 15 to 17.

15. Please give a project performance evaluation measure which is mainly used to evaluate project COST performance. Please estimate the performance of the three recently completed projects in terms of this cost performance measure.

The project performance (COST) evaluation measure: _____

Project A		Project B		Project C	
spent	overspent	spent	overspent	spent	overspent
<50%	01%-20%	<50%	01%-20%	<50%	01%-20%
60%-75%	21%-40%	60%-75%	21%-40%	60%-75%	21%-40%
76%-89%	41%-60%	76%-89%	41%-60%	76%-89%	41%-60%
90%-99%	61%-80%	90%-99%	61%-80%	90%-99%	61%-80%
100%	>80%	100%	>80%	100%	>80%
Please specify the percentage if less than 50% or greater than 80%					
.....%%%%%%

16. Please give a project performance evaluation measure which is mainly used to evaluate project TIME performance. Please estimate the performance of the three recently completed projects in terms of this cost performance measure.

The project performance (TIME) evaluation measure: _____

Project A		Project B		Project C	
Time used	overrun	Time used	overrun	Time used	overrun
<50%	01%-20%	<50%	01%-20%	<50%	01%-20%
60%-75%	21%-40%	60%-75%	21%-40%	60%-75%	21%-40%
76%-89%	41%-60%	76%-89%	41%-60%	76%-89%	41%-60%

90%-99%	61%-80%	90%-99%	61%-80%	90%-99%	61%-80%
100%	>80%	100%	>80%	100%	>80%
Please specify the percentage if less than 50% or greater than 80%					
.....%%%%%%

17. Please give a project performance evaluation measure which is mainly used to evaluate project QUALITY performance. Please estimate the performance of the three recently completed projects in terms of this cost performance measure.

The project performance (QUALITY) evaluation measure: _____

Project A		Project B		Project C	
Below standard	Above Standard	Below standard	Above Standard	Below standard	Above Standard
<50%	01%-20%	<50%	01%-20%	<50%	01%-20%
60%-75%	21%-40%	60%-75%	21%-40%	60%-75%	21%-40%
76%-89%	41%-60%	76%-89%	41%-60%	76%-89%	41%-60%
90%-99%	61%-80%	90%-99%	61%-80%	90%-99%	61%-80%
100%	>80%	100%	>80%	100%	>80%
Please specify the percentage if less than 50% or greater than 80%					
.....%%%%%%

18. What kind of Project Management structure does your organization have?

- Functional (Project manager has very limited authority)
- Matrix (Project manager has some authority)
- Project Team (Project manager has greatest authority)

If answer is 'matrix', please indicate the type of the matrix:

- Weak matrix (Functional manager has greater authority than project manager)
- Balanced matrix (Project manager and functional manager have equal authority)
- Project matrix (Project manager has greater authority than functional manager)

19. Does your organisation use any Project Management software?

Yes No

If Yes, please name the software and indicate your satisfaction rate of it on project success:

Name of Software	Excellent/Good/Moderate/Some/Poor				
a. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If 'No', does your organisation plan to integrate one in the future?

Yes

No

20. Have you ever undertaken any formal Project Management training at a university or a management institution or are you certified in project management training, from PMI*, IPMA** or other?

Yes

No

If Yes, please specify the type and length of the training

Type: _____

Length: _____ year _____ month

Certification(s): _____

**Project Management Institute ** International Project Management Association*

If No, do you think formal Project Management training would improve your performance in managing project work?

Definitely Yes

Yes

Possibly Yes

Possibly Maybe

No

Thank you very much for your time towards completing this questionnaire

Would you be interested in receiving the output of this research?

Yes

No