Hand-washing in Primary Schools to Reduce Cholera Outbreaks

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BA646/ Project Management Organization Framework  
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1. **Project Charter**

**Background**

The premise behind this project that improved sanitation can reduce the occurrence of ailments like cholera among school going children (CDC, 2016). The overarching goal of this hand washing project is to negate the occurrence of cholera in Ziwa Primary School that had the highest incidence rate in the region. Basic supplies like soap can make a huge difference in preventing diseases (Fantz, 2011).

**Goals**

1. Educate primary school children and teachers on the importance of hand washing
2. Set up hand ten washing stations in different parts of Ziwa Primary School
3. Reduce the instances of cholera outbreaks from 80 cases to 40 within one year

**Scope**

The handwashing project dubbed *Nawa Mikono,* Swahili for *wash hands* will result in the adoption of handwashing practices and subsequently reduce rates of cholera that have plagued schools in Ziwa region. The project will be rolled out in five phases as below:

1. Preliminary phase: preparing materials, recruiting teams, and sourcing for funding
2. Training: train ten teachers and community volunteers who will spearhead the program
3. Install handwashing stations: identify ten suitable areas in Ziwa Primary School
4. Educate children: the headmaster approved bi-weekly sessions for one month
5. Handing over: the advocacy team will run the project for the next five months

Since the team will be in Ziwa for one month, this project will not include observation of changing habits among the pupils. We shall delegate this task to the advocacy team that will oversee the project. The headmaster, Mr. Juma, will share bi-monthly updates on deliverables such as the number of children who wash hands after using the toilet and before eating.

**Key Stakeholders**

|  |  |
| --- | --- |
| Client | Ziwa Primary School |
| Sponsor | WASH, private donations |
| Project manager | Ryan Harmon |
| Project team members | Mr. Juma, Michael Jones, Farrah Smith |

**Project Milestones**

The *Nawa Mikono* handwashing project will have six significant milestones:

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Raise funds and prepare training materials | March 14, 2017 |
| Recruit advocacy team and brief them on requirements | April 28, 2017 |
| Set up handwashing stations throughout the school | May 30, 2017 |
| Educate pupils over the course of eight, two-hour sessions | July 1, 2017 |
| Receive initial updates from headmaster at Ziwa school | August 3, 2017 |
| Final report about direct changes by handwashing | January 5, 2018 |

**Project Budget**

The main expenses of *Nawa Mikono* include travel and accommodation for the project team ($10,000) and purchasing of materials to set up handwashing stations e.g. concrete and tippy taps ($5,000). Monthly expenses will include paying for water bills, buying handwashing soap and airtime for the headmaster ($500). The total budget comes to $ 15,500.

**Constraints, Assumptions, Risks and Dependencies**

Risks are items outside direct control and may affect success of the project (Duffy, 2012).

|  |  |
| --- | --- |
| Constraints | Acceptance of handwashing as a daily practice  Availability of funds to pay monthly bills after 6 months |
| Assumptions | Children will be enthusiastic about washing hands  Parents and advocacy team will have influence over pupils |
| Risks and Dependencies | Permanent change of attitudes towards handwashing  Funding to run project after six months |

**Approval Signatures**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| [Ziwa Primary School], Project Client |  | [WASH], Project Sponsor |  | [Ryan Harmon], Project Manager |

1. **Statement of Work (SOW)**

**Introduction**

The administration at Ziwa Primary School has agreed to commission this project aimed at establishing a handwashing culture in the school. To accomplish this goal, we shall educate the pupils on handwashing and install washing stations around the school.

**Scope of work**

This includes fundraising activities, preparing training materials, recruiting advocacy team, installing handwashing stations, and educating pupils. The project team will be responsible for these tasks after which the advocacy team will take over.

**Period of performance**

The period of performance will last eleven months, between 1st February 2017 through 20th December 2017. On October 15, Ziwa Primary will host other schools for Global Handwashing Day, a global advocacy that increases awareness about the importance of handwashing with soap (The Global Handwashing Partnership, 2015).

**Place of performance**

The preliminaries will take place at the university campus after which the team will travel to Ziwa where the bulk of the activities will take place.

**Work requirements**

The following list of tasks will result in successful completion of this project:

1. Preliminary phase
   1. preparing materials,
   2. sourcing for funding
   3. travel to Ziwa
2. Training trainers
   1. recruit advocacy team
   2. train ten members
3. Install handwashing stations
   1. purchase materials
   2. identify ten suitable areas
4. Educate children
   1. hold two sessions per week
   2. demonstrate handwashing
5. Handing over
   1. share reporting templates
   2. payment of monthly bills

**Milestones**

We identified the following milestones for this project:

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Raise funds and prepare training materials | March 14, 2017 |
| Recruit advocacy team and brief them on requirements | April 28, 2017 |
| Set up handwashing stations throughout the school | May 30, 2017 |
| Educate pupils over the course of eight, two-hour sessions | July 1, 2017 |
| Receive initial updates from headmaster at Ziwa school | August 3, 2017 |
| Host Global Handwashing Day for all Ziwa schools | October 15, 2017 |
| Final report about direct changes by handwashing | January 5, 2018 |

**Acceptance criteria**

Project acceptance of all deliverables will reside in the school’s headmaster. Mr. Juma will have three representatives from the board who will review each phase and approve the next.

1. **Work Breakdown Structure (WBS)**

The activities of this project are illustrated by the outline structure below (Piscopo, 2017):

1. Preliminary phase
   * 1. preparing materials,
     2. sourcing for funding
     3. travel to Ziwa
2. Training trainers
   * 1. recruit advocacy team
     2. train ten members
     3. administer questionnaire
3. Install handwashing stations
   * 1. identify ten suitable areas
     2. purchase materials
     3. hire construction workers/ *fundis*
4. Educate children
   * 1. hold two sessions per week
     2. demonstrate handwashing
     3. practise by children
5. Handing over
   * 1. share reporting templates
     2. payment of monthly bills
6. **Responsibility Assignment Matrix (RAM)**

This matrix helps to identify project members and their respective roles by following the RACI criteria: Responsible, Accountable, Consulted, Informed (Smith and Erwin, n.d.).

|  |  |  |  |
| --- | --- | --- | --- |
|  | Ryan Harmon + Michael, Farrah | Headmaster/ Advocacy team | Local *fundis* |
| **Prepare materials** | R/A | C |  |
| **Train/ educate** | R/A | C |  |
| **Install washing stations** | A | I | R |
| **Oversee project** | A | R |  |

**References**

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