

DAP sa Mindanao

(Center)

[2024] PROJECT ACCOMPLISHMENT REPORT**I. Project Information**

Project Code	ROPNS
Project Title	Building High Performing Teams through Completed Staff Work and Effective Technical Writing Batch 2
Project Start	October 7, 2024
Project End	December 31, 2024
Project Price	Php 337,500.00
Client Organization	Public Sector

II. Project Team

Project Manager	Dianne B. Delfin
Team Members	Avon P. Sinajon-Buhay; Rhea P. Pabriga; Giovanni V. Soria
Supervising Fellow	Mark Lemuel L. Garcia
Consultants/ Resource Persons	Internal – Mark Lemuel L. Garcia and Dianne B. Delfin

III. Project Details

Project Description	The Training Course on Completed Staff Work (CSW) aims to capacitate local government employees in exercising accountability and efficiency in studying, collating, and processing administrative and technical information to effectively assist the management in decision-making processes.
Project Objective	At the end of the training course, the participants will be able to: 1) To explain the fundamental principles and importance of Completed Staff Work (CSW); 2) To differentiate effective practices of CSW in the context of their roles and responsibilities, and assess their impact on the overall work efficiency and decision-making of their office; and 3) To apply the CSW methodology in the context of their roles and responsibilities in identifying and resolving workplace issues, and recommending actionable solutions.
Focus Area	Productivity-driven development
Project Type	Training
Project Beneficiary	Bureaucracy, LGUs
Regional Coverage	Region X (Northern Mindanao)

IV. Project Accomplishments

Key Activities Implemented	1. Pre-implementation Activities: a. Course Design b. Budget Costing c. Marketing d. Preparation of Pre-implementation Documents e. Workshop Design f. Team Mobilization g. Logistical Preparation
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- a. Facilitation of workshop/s
- b. Documentation of proceedings

3. Post Implementation:

- a. Processing of Documentation and Evaluation
- b. Debriefing

Major Outputs

1. Course Design of the Training Course on Completed Staff Work
2. Conduct of the three-day Training Course
3. Participants' Profile who will receive official training certificates

Lessons Learned

Strengths: Implementing a public offering with a very lean team is possible, but extremely difficult. Focused effort, teamwork, networking, most especially, and good leadership significantly helped made the implementation a success. Specifically, the DsM Team has established strong relationships with the institutions who were sponsoring the participants. This has helped reduced information gaps between the participants and the DsM Team and ensured cooperation and mutual understanding throughout the conduct of the Course.

Areas for Improvement: A lean team may be effective at times, but too much can be cumbersome and inefficient. We experienced delays and some steps were overlooked in the process. These were expected consequences of having very few team members on the ground. Defining the risks and the possible consequences would enhance our anticipation for issues that may arise. Nonetheless, sound corrective actions paired with team adaptiveness had been critical in redirecting the team back on track.

V. Attachments

- Summary of Evaluation for Course and Resource Person

Prepared by:

Dianne B. Delfin
Project Manager, ROPNS

Noted / Approved by:

Mark Lemuel L. Garcia
Acting Vice President, DsM

Notes:

1. Project details on Section I-III can be generated thru PMIS based on PMs Inputs.
2. Project Managers are required to accomplish Section IV & provide Section V to reflect results of project implementation
3. Project Managers can update/adjust the pre-filled sections(I-III) based on actual data