

3.2 PPR Time Frame

The following empirically-based overview is designed to give you an idea of the time frame required for each stage of the PPR work process if conducted professionally. The times given are meant as a rough guide only; actual time requirements will vary depending on circumstances.

Stage of Work	Days
Study and evaluation of project documents	3
Assignment briefing	1
Introductory talks with: project manager/principal advisor	1
GTZ office	0.5
partner organization	0.5
German embassy	0.5
Hand-over/elucidation of project documentation	1
Presentation/discussion of implementation status (comparison of actual situation with targets)	2 - 3
Talks with relevant organizations in the partner country	2 - 3
Trips to project area and neighboring countries; talks with target groups	3 - 7
Environmental impact assessment	1
Internal review of project documents	2 - 3
Individual talks with project management and the GTZ team	1 - 3
Presentation and discussion of PPR results	1-2
Discussion of PPR results in project team	1-2
Documentation of results, duplication and distribution	1-3
Final talks with the project manager, the principal advisor and, if necessary, the director of the GTZ office and signing of a joint record	1
Final visit to the German embassy	0.5
Writing of various sections of PPR report (preliminary version)	5 (highly variable!)
Integration of the individual sections and overall editing of the PPR report	3 - 5
Evaluation talk	1
Completion of project impact assessment form (GTZ form 23-19-e)	0,5