



MIRADI – PROJECTS AND BEST PRACTICES

When companions undertake projects together, these practices can ensure satisfying outcomes.

Planning - Before Beginning the Project

- **What criteria are used in project selection?**
 - Statement of need for the project
 - Intended use/benefit of the project
 - Project Scope
 - Preliminary estimate of project cost
- **Who are the decision makers on each side?**
 - Identify Stakeholders, their level of input and responsibility for outcomes
 - Person or committee responsible for oversight of the project
 - Persons responsible for communication on each side
- **Develop a Memorandum of Understanding**
 - Project scope & Timeline
 - Contractor and/or local workers and volunteers
 - Cost estimate & Contingency Plan
 - Criteria for completion
 - Local congregation or DIRA contribution

Discussion about the MOU should take place before any binding contracts are signed. An MOU is generally advisable when a project is larger than \$5000 and/or takes multiple years or phases.

- **Contract** – Contracts will be reviewed and approved by both parties

Monitoring - During the Building

- **Change Process** – If changes occur during the building process, they will be brought to the attention of both parties in order to sign off on cost overruns of more than 10%
- **Progress Checks** – BKB SPAS & DIRA personnel in Iringa will periodically check on the progress of the project and provide updates to both parties to verify that the project is progressing according to schedule

Evaluation - Project Completion

- **Sign Off** – Who signs off on the completed project?
 - BKB/DIRA: General Secretary, Diocese Engineer and BKB DIRA Coordinator
 - BKB/SPAS - BKB Personnel in Iringa, with input from the SPAS congregation
- **Evaluation** – Discussion will be held at the end of the project between DIRA representatives, site stakeholders, and the SPAS congregation in order to evaluate the efficacy of the project and note lessons learned to facilitate future projects.