

Project Assessment and Evaluation Plan (PAEP) Training for Grant Managers and Grantees

Workshop Agenda

- 1. Sign-In and Breakfast** **8:30-9:00**

Outside of training room from 8:30-9 AM, 2 large posters will allow early arrivers to provide additional questions and comments that they want answered. Early arrivers will have an opportunity to write their expectations and desired outcomes for the workshop on flipchart.
- 2. Welcome and Introductions** **9:00-9:45**

Brief Welcome, Introductions, and Housekeeping Items
- 3. Goals of Workshop:** **9:45-10:15**

Quick review of what a PAEP is, brief history, benefits, explanation of handouts, FAQs. PAEP development and approval process, checklist, new categories, simplified terminology. Group Exercise. Guidance to date: What has worked well, what could be improved? Project management using the PAEP. Case Studies. Resources on-line. Wrap-up and evaluation.
- Quick 5-Minute Break** **10:15-10:30**
- 4. Quick PAEP Review** **10:30-11:30**
 - a) What is a PAEP?
 - b) Rationale behind PAEP
 - c) Brief history; how did it come about (3 min.)
 - d) Why is improved data reporting for grant projects required?
 - e) FAQs
- 5. PAEP Development Process** **11:30-12:00**
 - a) Define key terms
 - b) Revised Activity Categories
 - c) What makes a good summary table? Breakout groups develop summary table based on Pajaro Valley Water Management Agency Integrated Regional Water Management Plan
- LUNCH BREAK** **12:00-1:00**
- 5c. Groups Report Back – Discussion** **1:00-1:30**

6. PAEP Approval Process **1:30-2:00**
Things you need to know to get your PAEP approved

BRIEF BREAK **2:00-2:15**

7. Project Management Using the PAEP **2:15-2:30**
How to use your PAEP throughout the life of your project. How a PAEP can be more than a requirement, but a management tool to benefit the grant manager and the grantee.

8. Case Studies **2:30-3:15**

9. Summary of Resource Information Available On-line **3:15-3:45**

10. Wrap-Up and Course Evaluation **3:45-4:00**