

The Logical Framework Approach is a tool designed to help you develop actionable plans, which state clearly and concisely the various activities and inputs involved, including objectives, time frames, and resources.

The Logical Framework Approach provides a structure for identifying, planning and managing projects by making use of a standard matrix. This tool will assist with concisely describing the following:

- What the project will achieve, or the Goal
- The Purpose, or HOW you plan to reach the goal
- What Specific events will be involved
- A list of the Activities that need to be carried out
- What resources (finances, personnel, materials etc.) will be required to carry out the activities
- What potential problems could interfere with the project (Risks that we need to be aware of)
- How the progress and success of the project will be measured and verified

Once completed the Logical Framework Approach can be worked backwards to check whether the logic of your plan makes sense.

1. Completing all the Activities should achieve each Event
2. Achieving all the Events should achieve the Purpose
3. Achieving the Purpose should make a significant contribution to the achievement of your Goal



When stating your overall Goal be sure to word it in such a way that you highlight the actual problem, instead of stating the problem as the absence of a solution.

Rather clearly define the problem and then put it into a positive statement. For example, if we wish to save time by running better meetings, our problem is that we need to save time in meetings, not run them better. Therefore, putting this into a positive statement, i.e. Save time and be more efficient in meetings, will give us our goal.

A Logical Framework Approach matrix has been included on the following page with an example of how to fill in the matrix.

Note: The matrix should be completed in the order of the numbered cells (1 – 12).

How will we evaluate?

Info needed

Outcomes	Criteria and Indicators How well? By when? (% , R)	Who will measure? How?	Risks
(1) Goal: To save time and be more efficient in meetings	(7) 25% decrease in meeting times by June 2013	(8) Departmental heads, Meeting minutes	99
(2) Purpose: By having fewer meetings with clear, unchanged instructions	(9) 10% fewer meetings by July 2013	(10) Departmental heads, Using log of past meetings	99
(3) Events: Learn how to run better meetings – we need to be more self-disciplined	(11) 99% punctuality at meetings, Stick to agenda, Improve focus at meetings	(12) Meeting Chair, Existing minutes	(6) This training is available We will not get everyone's cooperation on punctuality
(4) Activity 1: Investigate training companies	(5) Input: Who? When? Budget? Resources? Alison, by 31 May		
Activity 2 Determine who needs training	Input: Who? When? Budget? Resources? Peter, by 5 June, access to training registers HR		
Activity 3 Speak to HR, get budget	Input: Who? When? Budget? Resources? Alison, by 6 June, Estimated R50 000		
Activity 4 Confer with training companies	Input: Who? When? Budget? Resources? Alison, 7 June		
Activity 5 Implement a fun fining system for late comers	Input: Who? When? Budget? Resources? Alison, 10 June		

