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Chapter 1: Introduction

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The successful implementation and ongoing operation and management of projects are critical components in the development process. The task of identifying, preparing and implementing sound projects must be thought out carefully. If projects are not well planned from the inception and selection stage, the development process and the sustainability of economic growth will be affected.

Furthermore, it is important to institutionalise the roles and the responsibilities of the various agencies within the Government, which are involved in the management of the related stages of the project cycle. The Manual introduces all phases of the project cycle. The Manual addresses Project Planning and Programming (PPP) with the following scope:

- project identification
- project formulation
- project appraisal
- project implementation monitoring
- project evaluation

It is the aim of the Manual to provide common PPP guidelines for the related stages of the project cycle. This will facilitate a uniform approach and presentation of PPP throughout the various departments and agencies of the Government of Samoa and improve the consistency of the quality of PPP throughout the departments and agencies of the Government. The use of the Manual is applicable to all Government departments and agencies which request Government financial support through, e.g., annual budget allocations, foreign aid or a Government financial guarantee. In this context the Manual facilitates an organised planning system to utilise scarce resources to achieve the development objectives of the Government.

Furthermore, the Manual identifies the roles and responsibilities of the individual departments and agencies involved in PPP. This will facilitate a clear allocation of responsibility and the use of resources.

Although every effort has been made to provide “hands-on” guidance on project planning and programming, the different characteristics of each sector are far too diverse to allow a simple mechanical approach to be adopted. Project planners and analysts should bear this in mind when applying the guidelines to the related sectors.