

GUIDELINES FOR WRITING PROJECTS THAT ARE INTEGRATED AND CONSISTENT WITH ANNUAL INDICATORS BUDGET

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ABSTRACT

This study of guidelines for writing project proposals that integrate and are consistent with the fiscal year's assessment criteria has the objectives of 1) creating a process/ guideline for setting a project's evaluation criteria that are consistent with the project objectives, and 2) providing a handbook for designing evaluation criteria that are consistent with the project objectives.

The sample of this study consisted of 32 members of staff of The Office of General Education and Innovative Electronic Learning, Suan Sunandha Rajabhat University, Thailand. Questionnaires were used to collect data, which were then statistically analyzed. Percentage values, mean values, and standard deviations were calculated. The questionnaires were divided into 3 parts, where part 1 collected general information, part 2 asked for opinions about relevant activities, and part 3 asked for suggestions.

Results showed that:

Shown in Table 1, most of the responders – 19 persons (40.6 per cent) – were female. 13 responders (40.6 per cent) were male.

Shown in Table 2, most of the responders were personnel with support roles, having 28 person (85 per cent). The other 4 responders (15 per cent) were executives.

Shown in Table 3, classifying the responders by their departments, 5 (15.6 per cent) worked in general administration, 16 (50.0 per cent) worked in education service, 3 (9.4 per cent) worked in student affairs and arts and culture, 4 (12.5 per cent) worked in planning, budgeting, and quality assurance, and 5 (15.6 per cent) worked in research and development of leaning management innovations

Shown in Table 4, classifying the responders by their education level, 26 (81.3 percent) had bachelor's degrees, while 6 (18.8 per cent) had master's degrees.

Part 2 of the questionnaires was divided into the following sections:

Shown in Table 5, most responders, i.e., 22 responders (68.8 per cent), *strongly agreed* that they understood and agreed with the direction and operating policies of the institute and the university. 10 (31.3 per cent) other responders *agreed* with the statement.

Shown in Table 6, 19 (59.4 per cent) of the responders *strongly agreed* that they were informed and understood the university's strategic plans. 13 (40.6 per cent) other responders *agreed* with the statement.

Shown in Table 7, 21 (65.6 per cent) of the responders *strongly agreed* that they were informed and understood the strategic plans of The Office of General Education and Innovative Electronic Learning. 10 (31.3) of the other responders *agreed* with the statement.

Shown in Table 7, 23 (71.9 per cent) responders *strongly agreed* that the executives gave clear and correct advice and directions for project executions. 9 (28.1 per cent) other responders *agreed* with the statement.

The second part measured the understanding of proposal writing of the personnel. It was found that the personnel were *highly satisfied* (s.d. 96.88) with number 3 – linking of written contexts. In terms of knowledge and understanding, they were *satisfied* (s.d. 51.88) with the knowledge and understanding about proposal writing before the seminar; and were *highly satisfied* (s.d. 90.00) with the knowledge and understanding about proposal writing after the seminar. In terms of practical uses, the responders indicated that the knowledge could be adapted for real proposal writings (s.d. 85.63), and that they could disseminate the knowledge (s.d. 67.50). Overall *highly satisfied* rating was achieved (s.d. 95.63).

Keywords: Integration, Indicators

INTRODUCTION

Suan Sunandha Rajabhat University has recognized the importance of the development of academic support personnel, and has organized a leaning group for a sample of personnel responsible for planning and budgeting, where story telling-based learning was used. The division responsible for planning, budgeting, and quality assurance of The Office of General Education and Innovative Electronic Learning (Suan Sunandha Rajabhat University, 2022), recognizing the importance of the development of organization management using a high-quality system, as well as aiming to drive its performance in the fiscal year 2022, in accordance with the strategic plans for the fiscal year 2022 following the policies and strategic plans of the Suan Sunandha Rajabhat University, trialed methods, guidelines, and implementation plans towards effective working, which would be later used to guide the Office's operations, promote management with high-quality systems, and drive the Office's performance in accordance with its mission.

The division of planning, budgeting, and quality assurance ran procedures required by the University, as well as communicated the latter's strategies, goals, target indicators, and various important project activities organized by the University to the Office's action planners, aligning the operations of the Office to that of the University. All operation planning, including reviews of visions, mission, core values, analysis of the environment and formulation of strategic and annual action plans, as well as assigning persons responsible for various operations or projects, project budgeting, and proposal writing – made in accordance with the annual action plans – was supported by the Office's personnel, aiming to improve the quality, correctness, and timeliness of the operations, to the benefit and effectiveness of the Office.

Therefore, the author recognized for importance of writing of project proposals that integrate and are consistent with the fiscal year’s assessment criteria. This study has the **objectives of** 1) creating a process/guideline for setting a project’s evaluation criteria that are consistent with the project objectives, and 2) providing a handbook for designing evaluation criteria that are consistent with the project objectives

LITERATURE REVIEW

2.1. Approach

Our study on guidelines for writing project proposals that integrate and are consistent with the fiscal year’s assessment criteria was conducted as follows.

2.2. Method

Method of the study titled “guidelines for writing project proposals that integrate and are consistent with the fiscal year’s assessment criteria,” can be summarized according to the SMART principle, as in the following table.

Table 1 Table showing the SMART approach

SMART component	Method for specifying project objectives and result indicators
S	1. Analysis of the action plans
	2. Analysis of the needs and results of projects, whether they are aligned with the objectives of the action plans
M	3. Assessment of the needs and results of projects, whether their results could be measured and evaluated.
A	4. Specification of the project objectives.
	5. Specification of the result indicators and target values of the projects.
R	6. Verification of the relationship between the project objectives, result indicators, and target values.
T	7. Specification of project timelines.

METHODOLOGY

The study titled “guidelines for writing project proposals that integrate and are consistent with the fiscal year’s assessment criteria” of The Office of General Education and Innovative Electronic Learning, Suan Sunandha Rajabhat University, was to result in 1) a process/guideline for setting a project’s evaluation criteria that are consistent with the project objectives, and 2) a handbook for designing evaluation criteria that are consistent with the project objectives.

The sample consisted of 32 members of staff of The Office of General Education and Innovative Electronic Learning. Questionnaires were used to collect data, which were then analyzed using percentage values, mean values, and standard deviations. The data were collected by the author. The questionnaires were divided into 3 parts, where part 1 collected general information, part 2 surveyed opinions regarding the activity, and part 3 collected suggestions from the responders.

RESULT SUMMARY

Shown in Table 1, most of the responders – 19 persons (40.6 per cent) – were female. 13 responders (40.6 per cent) were male.

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CONCLUSION

From this study, the author proposed a 5-step guide to make project proposals better follow performance indicators of the University, as follows

1. Study the annual action plan
2. Specify the scope/structure of a guideline for project writing
3. Develop tools for communicating/distributing the guideline
4. Distribute and guideline
5. Evaluate the effects of the guideline

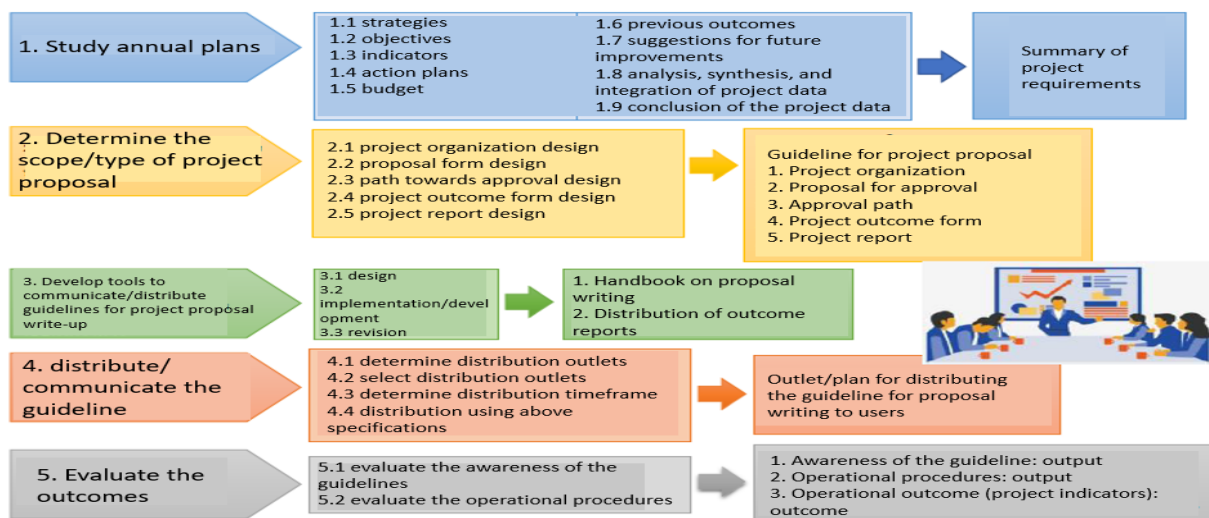


Figure 1 Guideline for writing project proposals that better follow performance indicators of the University

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