

# FINAL REPORT GUIDELINES

## Section 1: Project Background

### PROBLEM/ISSUE/CHALLENGES DEFINITION:

What is the challenge your project is resolving? Is this problem international in scope?

### GUÉDÉ CONTEXT:

What were the activities in Guédé before you arrived? What were the general problems/issues you decided to approach?

### SUMMARY:

Short summary of project, content of report, contributions of each member.

## Section 2: Research

### LITERATURE REVIEW/THEORETICAL RESEARCH:

Individual reports here (3-4 pages single-spaced per person).

### EXAMPLES OF HOW TO APPROACH RESEARCH:

#### Introduction:

- I. Background on your individual research topic (if very different from your project topic) (2-3 paragraphs)
- II. Broader significance of the topic for academics, international development projects, etc. (2 paragraphs)
- III. Research question – what is driving your individual research?
- IV. Summarize report

#### V. Using case studies:

Research and find 2-3 case studies (ideally in West Africa but also relevant situations in the developing/developed world) similar to your project.

Your paper should be organized as follows:

- a. Summarize each case study (who, what, where, when, how) (2-3 paragraphs per case)
- b. Identify aspects of each case that made it successful (1-1.5 pages)
- c. Identify aspects of each case that had problems (1-1.5 pages)
- d. Describe how these examples can inform your actions in Guédé. Are some things culturally specific while other lessons can be learned across cultures? (1-1.5 pages)

OR.

**V. Using Academic Theory:** What are the academic debates on your topic? OR what are the different academic models/frameworks for approaching a project?

- a. Summarize 2-3 different academic perspectives/models on your topic (1 page per perspective/model)
- b. Describe the merits and problems of each theory/model ((1-1.5 pages)
- c. Discuss how each debate/model informs your project methods. (1-1.5 pages)

#### VI. Conclusion

- a. Summarize report (1-2 paragraphs)
- b. Do your conclusions have some large signification, relevance to international development? (.5-1 page)

### SUSTAINABILITY (.5 – 1 page):

How does your project achieve approach issues of sustainability? Using the EDE diagram, list how your project impacts the four domains of sustainability: Society, traditions/values/worldview, environment, and economy.

### FIELD RESEARCH (5 – 8 pages for whole group, or split 2-3 pages per individual):

Summary of field research conducted by team members, including in Dakar and the first two trips to Guédé. In the first trip, what were your first questions and what issues did you identify? In Dakar, who did you interview to gain further information on your topic? During the second trip, who did you speak with to further identify needs and plans? What did you learn?

\*\*\*Include the list of questions asked during interviews and focus groups and how those questions changed over time.

### Section 3: Project Description (approx. 5-7 pages per group)

**SUMMARY:**

Short summary of project.

+ What is your value added to the project? What did you contribute?

**OVERALL PROJECT OBJECTIVES:**

What were the broad goals of your projects?

List:

- 1.
  - 2.
- etc.

**SPECIFIC OBJECTIVES:**

What were the specific goals of your project? What were you trying to tangibly achieve? What did you decide to do with the villagers?

- 1.
  - 2.
- etc.

**PROJECT ACTIVITIES:**

The activities in this section follow the order of the specific objectives above and the project schedule below

For each objective, list specifically how it was achieved. Who played which roles? (Essentially your action plan)

Objective 1 ...

Activity 1 ... include who, what, where, when

**OUTCOMES AND EVALUATION:**

Based on your objectives, how did you measure your success? What indicators did you use to evaluate change? How did you evaluate group dynamics? How did you change your plans based on feedback from village partners?

**TARGET BENEFICIARIES:**

Who benefited from your project?

- List

**VILLAGE PARTNERS & MENTORS:**

- List

**SUSTAINABILITY IN THE FUTURE:**

Do you think the villagers and village partners will continue on with the project that you left? Why do you think they will continue with your project?

**CHALLENGES & FUTURE RISK FACTORS:**

What were the challenges and what went wrong with the project? Was there conflict between members or problems with implementation? How did you resolve them? What will prevent these problems from happening again? What are potential risk factors in the future that could compromise the project?

**INDIVIDUAL LESSONS (one page for each person):**

What did you learn from implementing this project (about yourself, about development, about cross-cultural relationships, and anything on your mind).