

20 September 2021

Chief Executive Officer
The Cropper Foundation
13 Anderson Street,
St. James,
Trinidad,
Trinidad and Tobago

Re: Civil Society HUB Project: Project Management Toolkit for NGO's

Dear Mr. Mohammed,

As part of the 2020/2021 Volunteer Programme cycle being performed with the Cropper Foundation to develop the Civil Society HUB to facilitate shared services to Non-Governmental Organizations (NGOs) of Trinidad and Tobago, please find enclosed a Project Management Toolkit prepared by our Volunteers, for supervised use by the NGOs. These Project Management (PM) Tools were developed through a voluntary consensus process, using the Project Management Institute (PMI) leading practice as well as information supplied by Cropper Foundation and pilot NGOs about the likely types of projects to be undertaken by the NGOs. The PM Tools are to be used as guides only by the HUB's NGOs in managing their projects and limited to the purpose of the particular tool.

As part of our Volunteer Project, we introduced the Toolkit to two of the NGOs as identified by Cropper Foundation, and incorporated feedback from these NGOs in the design of the templates. As these tools must cover varying types of projects across several NGOs, the tools represent templates only, which must be tailored by each NGO to its specific project requirements. The Toolkit, however, will provide a useful body of project management templates to guide the HUB NGOs on how to identify, plan, manage, and monitor projects.

The Project Management Institute of the Southern Caribbean (PMISCC) disclaims and makes no guarantee or warranty, expressed or implied, as to the accuracy or completeness of any PM tools supplied, and disclaims and makes no warranty that the information in the Toolkit will fulfil any of the particular purposes or needs of the NGO. Additionally:

- PMISCC does not undertake to guarantee the performance of any individual contractor or service provider or services by virtue of these templated, standard tools.
- PMISCC disclaims liability for any personal injury, property or other damages of any nature whatsoever, whether special, indirect, consequential or compensatory, directly or indirectly resulting from the use of these PM tools or from the evaluation and selection decisions made by the NGO.
- The PMISCC has no relationship, implied or otherwise, with any NGO in the use of these PM tools.

PMISCC was indeed happy to assist the HUB with this project, and wish you all the best in the rollout and implementation of HUB common services.

Yours Sincerely,



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Cassandra Ramkerrysingh (Ms.)

Vice President, Special Events and Volunteerism

Cc Ms. Glynis Alexander-Tam – President PMISCC