THE DEVELOPMENT OF PROJECT WRITING GUIDELINES FOR SUAN SUNANDHA RAJABHAT UNIVERSITY PERSONNEL UDON THANI EDUCATION CENTER

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ABSTRACT

This research aims to 1) To study the problems of project writing of personnel in the Udon Thani Education Center Suan Sunandha Rajabhat University. 2) To make guidelines for the development of project writing for personnel in the Udon Thani Education Center. Suan Sunandha Rajabhat University. The researcher studied personnel. Udon Thani Education Center A specific random sampling method was used for 30 people. The research tools were questionnaires and data were analyzed by statistical analysis, frequency, percentage, mean and standard deviation. The results of the general information research of the respondents found that most of the sample were female, aged between 36-45 years. Job position type Academic field most of them have a working period of 1 - 3 years. research results, research results, development of project writing guidelines of personnel Suan Sunandha Rajabhat University Udon Thani Education Center found that The problematic aspect of writing a good project Most of the respondents agreed that the most problematic condition was bringing the project into the electronic work system (E-Office.ssru) for requesting project approval is a complicated process. accounted for 90.67 percent and the respondents agreed that the least problematic condition was personnel lacking knowledge. Understanding of writing projects for approval represented 64.67 percent good project writing guidelines The respondents agreed that the best approach was Organizing training on the use of electronic systems (E-Office.ssru) for creating documents for project approval. accounted for 93.33 percent of Respondents who agreed that the least optimal approach was to assign support personnel to coordinate project approval arrangements. accounted for 80.00 percent

From the conclusion of the research, the development of project writing guidelines for personnel at Suan Sunandha Rajabhat University Udon Thani Education Center will lead to improvement, improvement and development of the work of personnel in writing projects to have expertise, accuracy and work in the same direction.

Keywords: Development**,** Project Writing, Udon Thani Education Center

INTRODUCTION

1. Introduction

Project writing of Suan Sunandha Rajabhat University personnel Udon Thani Education Center Currently, it is a work process that has been performed continuously in all roles. Because the project is a tool to drive the work according to the annual work plan. Plans for the implementation of various government agencies in the agency. Routine to Research (R2R)

Therefore, it is essential to personnel. to increase operational efficiency according to the saying (Katesara Boonkrob and Phattaranan Surachatri.2022) Efficiency in work is an important performance factor. The performance of each person is different. Based on knowledge, ability, education, experience, and aptitude in various fields And for the staff to use their knowledge or findings to develop and improve work efficiency. Understand the same rules, regulations, patterns, and procedures for writing projects corresponds to (Department of Agricultural Extension. 2020.) Subject: A guide for writing research projects and research reports Therefore, this research study A model was established to study the problematic state of project writing of Suan Sunandha Rajabhat University personnel. Udon Thani Education Center From past performance and to study the preparation of guidelines for the development of good project writing for Suan Sunandha Rajabhat University personnel. Udon Thani Education Center

Project definition

A project generally refers to a set of activities with a specific purpose. There is consistency and relationship between the components. There is a set start time and end time. For a research proposal, it means a set of research activities or fact-finding activities. The researchers have planned and specified details in advance to prepare for the achievement of the objectives of the research. (Somkid Promshui. 2020)

The definition of the problem is state in writing the project.

Conditions of project writing problems mean problems arising from the work of writing projects of personnel. Suan Sunandha Rajabhat University Udon Thani Education Center which is a problem for personnel in various fields, such as the person, work system, form, supporting evidence   Clearing   the   project   and   summarizing   the   results,   etc.

The importance of developing guidelines for writing projects for personnel

Developing project writing guidelines So that personnel can write projects in the same style and approach. Therefore, it is necessary to study the problem conditions and prepare good guidelines for writing projects for personnel. To solve problems, and errors and as a tool to develop organizations in the preparation of correct projects according to the step-by-step model. and to develop guidelines for working processes according to the quality cycle. (Plan-Do-Check-Act; PDCA) used in the general work system to help manage the problem of the project development process of personnel to be accurate and clear. For development to be effective and efficient, it is necessary to clearly define the objectives and objectives of development, as well as appropriate development methods. (Rungrattana Boon-Long, 2017-2018)

Objectives of development of personnel project writing guidelines

1) To study the problems of project writing of personnel in the Udon Thani Education Center Suan Sunandha Rajabhat University.

2) To make guidelines for the development of project writing for personnel in the Udon Thani Education Center. Suan Sunandha Rajabhat University.
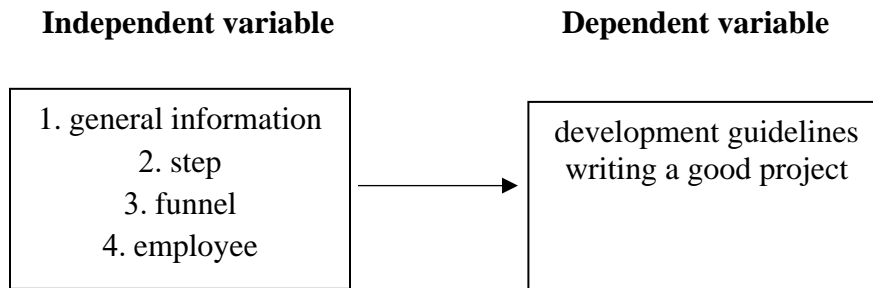
1.1 Title of the 2nd level

      1.1.1 Problems of project writing

      1.1.2 Making a good approach to developing project writing

1.2 Conceptual framework

From the study of all the data, it was possible to define the research conceptual framework as follows:

Independent variable	Dependent variable

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┌─────────────────────────┐         ┌─────────────────────────┐
│  1. general information  │         │                         │
│        2. step           │────────▶│  development guidelines │
│       3. funnel          │         │  writing a good project │
│      4. employee         │         │                         │
└─────────────────────────┘         └─────────────────────────┘
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Figure 1 Research Conceptual Framework

In figure 1, the researcher has defined a research conceptual framework, including general information, procedures, channels, and practitioners. To develop guidelines for developing good project writing.

RESEARCH METHODOLOGY

2. Research methodology

2.1 Research design

This research is to develop the performance. Regarding the problem state of writing the project and a good guide to developing personnel project writing. Suan Sunandha Rajabhat University Udon Thani Education Center to develop operational processes to be more efficient in the study of performance development Therefore, the following research has been carried out.

2.2 Population and samples

The population used in this research were personnel from Suan Sunandha Rajabhat University under the Udon Thani Provincial Education Center. who perform the task related to writing the project to propose for approval according to the operation plan and mission of the Udon Thani Education Center, including 1 8 academic personnel and 1 8 academic support personnel, totaling 36 people.

sample using a specific sampling method The sample was selected from personnel of Suan Sunandha Rajabhat University under the Udon Thani Provincial Education Center, 3 0 people.

2.3 Instrumentation

Tools used in this research as a questionnaire (Questionnaire) is divided into 3 parts as follows

Part 1 General Information of Respondents Questionnaire for general information about personnel of Suan Sunandha Rajabhat University Udon Thani Education Center.

Part 2 comments on the problematic state of writing a good project. and the development of personnel project writing guidelines Suan Sunandha Rajabhat University Udon Thani Education Center There is 12 tabular questions.

Part 3 Suggestions of respondents

The researcher took the questionnaire to request personnel assistance. Suan Sunandha Rajabhat University Udon Thani Education Center to collect data by distributing and collecting questionnaires Between March 1-15, 2023, and conducting data analysis as follows

1 . Take the returned questionnaires to check their completeness of the questionnaires, which are complete. and complete all editions of 30 editions.

2 . Analyze basic information about the respondents, including general personnel information.

3 . Analyze information about The problematic state of writing a good project and the development of personnel project writing guidelines Suan Sunandha Rajabhat University Udon

Thani Education Center There are 12 tabular questions. By finding the frequency, percentage (Percentage), mean ($\overline{x}$), and standard deviation (SD) by side and the overall picture is presented in the form of a table accompanying the lecture.

RESULTS AND FINDINGS

3. Results and Findings

3.1 General information

for convenience in presenting data analysis results The researcher has brought abbreviations and statistical symbols as follows.

($\overline{x}$)   = Means
S.D.   = Standard Deviation
%   = Percentage

Presentation of the value ($\overline{x}$) of the opinion level on the development of the project writing approach of personnel. Suan Sunandha Rajabhat University Udon Thani Education Center Considered by the average score obtained from the questionnaire compared to the average score according to Boonchom Srisaard's criteria (1998: 161) as follows:

Average Score Interpret
  Score 4.51 - 5.00 with the highest level of opinions
  Score 3.51 - 4.50 with a high level of opinions
  Score 2.51 - 3.50 with a moderate opinion.
  Score 1.51 - 2.50 with low opinions
  Score 1.00 - 1.50 with the lowest level of opinion.

3.2 Results

Summarize the results of the questionnaire on the development of project writing guidelines for personnel. Suan Sunandha Rajabhat University Udon Thani Education Center Table 1-3

Table 1: General information of respondents

(n=30)

General Information	N	%
1. sex		
1.1 Male	13	43.33
1.2 female	17	56.67
2. age		
2.1 25 – 35 years	12	40.00
2.2 36 – 45 years	14	46.67
2.3 45 years or older	4	13.33
3. position		
3.1 Academic personnel	17	56.67
3.2 Academic Support Personnel	13	43.33
4. length of work		
4.1 1 – 3 years	12	40.00
4.2 4 – 6 years	8	26.67
4.3 7 – 10 years	10	33.33

As shown in Table 1, general information of respondents Of the sample population of 30 people, it was found that 17 were female (56.67%) and 13 were male (43.33%). Most of the samples were in the age group of 36-45 years, 14 people (46.67%).), followed by a group of 25

- 35 years old, 12 people (40.00%), and in the age group of 45 years and over, a total of 4 people (13.33%), respectively. 56.67 each) and academic support of 13 people (43.33%). Most of them had a working period of 1-3 years, 12 people (40%), followed by a working period of 7-10 years, 10 people. accounted for (33.33%) and 4-6 years of 8 people (26.67%) respectively

Table 2: Mean, standard deviation, percentage, and level of opinion towards the problematic condition of project writing.

(n = 30)

Program	%	($\bar{x}$)	S.D.	interpret
1. personnel lack knowledge and Understanding of writing projects for approval	64.67	3.23	1.25	medium
2. Specify documentation for project writing for project approval.	71.33	3.57	1.05	high
3. The project writing form is inconsistent.	76.00	3.80	0.76	high
4. bringing the project into the electronic work system (E-Office. ssru) for requesting project approval is a complicated process.	90.67	4.53	0.38	the most
5. The assignment of budget expenditure categories is not correct according to the disbursement regulations.	85.33	4.27	0.66	high
6. Route project approval through multiple hierarchies. cause a delay	80.00	4.00	0.60	high
Total	78.00	3.90	0.78	high

Table 2 showed that respondents had an overall opinion. was at a high level ($\bar{x} = 3.90$, S.D.= 0.78), representing 78.00 percent. (E-Office. ssru) for requesting project approval is a complicated process. was at the highest level ($\bar{x} = 4.53$, S.D.= 0.38), representing 90.67 percent. was at a high level ($\bar{x} = 4.27$, S.D.= 0.66), representing 85.33%. cause a delay At a high level ($\bar{x} = 4.00$, S.D.= 0.60), representing 80.00 percent, the project writing form is not in the same direction. was at a high level ($\bar{x} = 3.80$, S.D.= 0.76), representing 76.00 percent. for approval not complete according to regulations was at a high level ($\bar{x} = 3.57$, S.D.= 1.05), representing 71.33 percent and personnel lacking knowledge Understanding of writing projects for approval was at a moderate level ($\bar{x} = 3.23$, S.D.= 1.25), representing 64.67 percent, respectively

Table 3: Mean, Standard Deviation, Percentage, and Level of Opinion on Good Guidelines for Project Writing

(n = 30)

Program	%	($\bar{x}$)	S.D.	Interpret
1. Provide a project writing operating manual for convenience and in the same direction.	92.00	4.60	0.37	the most
2. Specify documentation for project writing for project approval.	89.33	4.47	0.45	high
3. Provide a clear project writing form.	88.00	4.40	0.64	high
4. Organized training on the use of electronic work systems (E-Office. ssru) for creating documents for project approval.	93.33	4.67	0.22	the most

5. Coordinating and communicating with related departments in writing projects, summarizing results, and clearing projects.	82.00	4.10	1.02	high
6. Assign support personnel to coordinate arrangements for project approval requests.	80.00	4.00	1.27	high
Total	87.44	4.37	3.97	high

Table 3 showed that respondents had an overall opinion. was at a high level ($\overline{x} = 4.53$, S.D.= 3.97), representing 87.44 percent. (E-Office. ssru) about creating documents for project approval. was at the highest level ($\overline{x} = 4.67$, S.D.= 0.22) representing 93.33 percent. There was a project writing operating manual for convenience and in the same direction at the highest level ($\overline{x} = 4.60$, S.D.= 0.37), representing 92.00%. Specify documentation for project writing for project approval. was at a high level ($\overline{x} = 4.47$, S.D.= 0.45), representing 89.33 percent. A clear project writing form was required. Is it a high level ($\overline{x} = 4.40$, S.D.= 0.64), representing 88.00% Coordinating and communicating with relevant departments in writing projects, summarizing results, and clearing projects at a high level ($\overline{x} = 4.10$, S.D.= 1.02)representing 82.00 percent and assigning support personnel to coordinate project approval requests. at a high level ($\overline{x} = 4.00$, S.D.= 1.27), representing 80.00 percent, respectively.

CONCLUSION

4. Conclusion

4.1 General information

Results of the opinion survey of Suan Sunandha Rajabhat University personnel under the Udon Thani Provincial Education Center. who performs the task related to writing projects to submit for approval according to the operational plans and missions of the Udon Thani Education Center From a sample of 30 people, it was found that most of the samples were female, aged between 36-45 years, job category, academic field, lecturer, and most of them had a working period of 1-3 years. personnel Suan Sunandha Rajabhat University Udon Thani Education Center The problematic aspect of project writing The respondents saw that bringing the project into the electronic work system (E-Office.ssru) for requesting project approval is a complicated process. was at the highest level ($\times^{-} = 4.53$, S.D.= 0.38) and in the field of good practice, project writing The respondents viewed that training in the use of electronic systems should be organized. (E-Office.ssru) about creating documents for project approval. was at the highest level ($\times^{-} = 4.53$, S.D.= 0.38)

4.2 level of opinions about the development of project writing guidelines of personnel Suan Sunandha Rajabhat University Udon Thani Education Center

4.2.1 The level of opinions toward the problematic state of project writing. The results of this research found the level of opinions towards the problematic state of writing the project. The highest level is bringing the project into the electronic system. (E-Office.ssru) to request approval of the project was difficult ($\times^{-} = 4.53$, S.D.= 0.38). is at a high level, that is, the budget expenditure category is incorrectly specified according to the disbursement regulations ($\times^{-} = 4.27$, S.D.= 0.66). The route for project approval through multiple hierarchies causes delays ($\times^{-} = 4.00$, S.D.= 0.60). The project writing form is inconsistent ($\times^{-} = 3.80$, S.D.= 0.76), and the project writing documentation. to obtain approval that is not complete according to the regulations ($\times^{-} = 3.57$, S.D.= 1.05), respectively, and the level of opinion on the problematic state of writing the project

moderate is personnel lacking knowledge Understanding of writing projects for approval ($\bar{\times}$ =3.23, S.D.= 1.25)

4.2.2 The level of opinions toward good guidelines for project writing

The results of this research were that the level of opinions toward good guidelines for project writing was At the highest level in training on the use of electronic systems. (E-Office.ssru) about the creation of documents for project approval ($\bar{\times}$ =4.67, S.D.= 0.22) and requires a project writing operating manual for convenience and in the same direction ($\bar{\times}$ =4.60, S.D.= 0.37) the level of opinions towards good guidelines for project writing. It was at a high level, i.e. required clear project writing documents for project approval ($\bar{\times}$ =4.47, S.D.= 0.45), required clear project writing form ($\bar{\times}$ =4.40, S.D.= 0.64), coordinated and Communicate with relevant departments in writing the project, summarizing and clearing the project ($\bar{\times}$ =4.10, S.D.= 1.02) and assigning support personnel to coordinate project approval arrangements ($\bar{\times}$ =4.00, S.D.= 1.27) respectively

4.3 Suggestions for respondents

Approved that the results of this survey should be further applied to improve project writing.

DISCUSSION

5. Discussion

From the study of the problem and guidelines for the development of personnel project writing Suan Sunandha Rajabhat University Udon Thani Education Center. The researcher collects information from people involved in writing the project. to drive the management of work within the Udon Thani Education Center. The research has received cooperation from all sectors in the agency. in order to answer the assessment form to give opinions on the problematic condition of writing the project and good guidelines for writing projects in response to the needs of stakeholders. This is consistent with the study of Waleerat Sangchai (2022) on the process of community democracy for good management of Nadi Subdistrict Administrative Organization. Udon Thani Province By collecting information from those involved. Considered as a good management development of that organization. By using the democratic process to create participation in all sectors. And it responds well to the needs of stakeholders.

The objectives of this research were 1) to study the problematic state of project writing among personnel in the Udon Thani Educational Center; Suan Sunandha Rajabhat University 2) to develop guidelines for developing project writing for personnel in the Udon Thani Education Center. Suan Sunandha Rajabhat University The researcher studied personnel. Udon Thani Education Center A specific random sampling method was used for 30 people. The research tool was a questionnaire and data were analyzed by using statistics to analyze the frequency, percentage, mean, and standard deviation. The findings of general information research of respondents found that most of the samples were female, aged between 36-45 years, with job titles, academic fields, and lecturers, and most of them had a working period of 1-3 years. Develop guidelines for writing personnel projects. Suan Sunandha Rajabhat University Udon Thani Education Center found the problematic state of writing a good project Most of the respondents agreed that the most problematic condition was bringing the project into the electronic system. (E-Office.ssru) for requesting project approval is a complicated process. representing 90.67 percent and the respondents saw that the least problematic condition personnel lack knowledge of Understanding of writing projects for approval representing 64.67 percent and the guidelines for writing a good project The respondents agreed that the best way to do this was to provide training on the use of electronic systems. (E-Office.ssru) about creating documents for project approval. Representing 93.33 percent, the respondents agreed that the least good approach was to assign support personnel to coordinate project approval requests. Accounting for 80.00 percent

of the research results for developing guidelines for writing projects of personnel. Suan Sunandha Rajabhat University Udon Thani Education Center The researcher will bring the results to the top. Improve and develop the work of personnel in project writing to have expertise, accuracy, and work in the same direction.

SUGGESTIONS

6. Suggestions

From research studies Development of writing projects of personnel Suan Sunandha Rajabhat University Udon Thani Education Center The researcher has additional suggestions as follows:

1) There should be training for new personnel. for the use of electronic systems (E-Office. ssru) for the creation of official documents such as memos Application forms for project approval, order, etc.

2) There should be preparation and dissemination of operating manuals in various areas. according to the mission of Suan Sunandha Rajabhat University Udon Thani Education Center so that personnel can follow it correctly.

3) Should improve and develop personnel operational processes Suan Sunandha Rajabhat University Udon Thani Education Center be contemporary.

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