

Workshop Schedule

Outline for the workshop

DAY 1 – Over view of Action Plan and the writing process

- ✧ Introduction to the action plan
- ✧ Writing and discussion time will be mixed with introductions to these topics:
 1. Name, organization and country
 2. Title of your plan / proposal
 3. Background: local issues, needs statement and preconditions
 4. Overall Goals
 5. Concrete Objectives
 6. Beneficiaries
 7. Impact on beneficiaries
 8. Action plan outline: step by step description, timeline
 9. Monitoring and evaluation
 10. Possible obstacles to action plan implementation
 11. Budget needed, how to raise funds
 12. Impact of this training: how this training contributes to your Action Plan

Day 2

Morning – Comments, Review, Editing

Afternoon - Presentation skills

Day 3

Review, Presentations (10- 15min each)

Comments

Editing of second draft

Day 1 - November 2, 2007

Writing an Action Plan (participants are to submit to JICA)

Introduction, Process

What is an Action Plan?

Its purpose is to plan how to solve a problem or challenge and to focus on one specific goal. The emphasis is on step-by-step actions to be taken to reach the goal.

Your plan for action should focus on something you may carry out upon return to your country. Therefore, it should be both concrete and realistic.

It should focus on the theme improving the life of persons with disabilities.

Action Plan timeline

Note taking - start preparing notes from day one and continue doing so throughout the program.

Draft - you can start working on your first draft any time during the training program but it is suggested you wait until After the Action plan writing workshop on November 2.

Action Plan Writing Workshop: a review the writing process in a step-by-step manner on November 2

First draft - prepared for the November 8 workshop

Second draft – prepared for review workshop on November 13

Presentation – training on November 8
practice on November 13 and
final presentation on November 14.
Final Action Plan submission to JICA on November 15.

The Action Plan – overview of each part

1. Name, organization and country

2. Title of your plan

You can come of with this later on, should be catchy, interesting

*** Introduction to the plan one paragraph**

Summary or overview of the plan, Problem/needs and project as solution

3. Background: local issues, needs statement and preconditions

Describe the situation in your country

Give us the basic 5W2H information so we can understand the context

We should understand the local situation.

Present information on the problem – do not assume they know this information

Explain how your program is the solution to the problem

Use data, quotes, and comments from people in the field about the needs

Needs statement: Why is this program necessary?

4. Overall Goals

What does your project aim to achieve?

Broad general accomplishments - longer term – 1 or 2 years

5. Concrete Objectives

Include many short-term targets to be achieved

Qualitative and quantitative

Make sure there are some that you can measure, that you can monitor

6. Beneficiaries

Who will take part in your program? Who is your target audience?

Why is this program meaningful for these people?

What are their needs?

7. Impact on beneficiaries

Specific, concrete measurable outcomes to be achieved

Qualitative and quantitative

Impact - What will be the impact of your program on your target population?

8. Action plan outline:

Step by step description of how to implement the action plan.

This is the main focus of your paper and presentation

- THE OUTLINE AND METHODS FOR MAKING YOUR ACTION PLAN HAPPEN.

Timeline and an outline of steps you will take to achieve your results.

Provide schedule outlines that show key dates and deadlines

Details of how and who will do what you plan

Include all steps - preparation, program, and post-program activities

How will you run the program?

Who will run this program? (Existing staff? new staff?)

- ◇ What organization(s) will put the plan into action?
- ◇ Are there organizations you can work with?
- ◇ Who will be the point person to monitor progress?

How to do develop this section:

Brainstorm all the activities that will need to be accomplished.

Put these in order.

Determine all the dates and steps to ensure plan completion in time.

Outline all the actions necessary in terms of phases.

Start with the end point and work your way back to now:

- Goal/endpoint
- Evaluation
- Program implementation
- Preparation – what you need to do before the program
- From now

9. Monitoring and evaluation

How and what you will measure: progress, success & outcomes

What methods will you use to measure impact?

Include both qualitative and quantitative impacts

When will you do the follow up?

10. Possible obstacles to action plan implementation

Paint a clear picture of the difficulties and or obstacles your organization and/or project may face

11. Budget needed & how to raise funds

Costs and revenues statement for the project

What do you need money for?

Create an outline for a detailed budget

Admin, direct program, overhead

Where will the funds come from?

Income if any, other funders, how you will make up for gaps etc

12. Impact of this training: how this training contributes to your Action Plan

Based on the knowledge or experience acquired during the training in Japan

Give examples of workshops, visits, meeting or lectures that influenced the development of this plan

*** Concluding statements**

Last pitch, what you will achieve, why important, who needs you are fulfilling, why innovative