

# Action Plan Writing Workshop

Day 3

Nov. 13

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# Today's schedule

9:30 ~ Review of presentation outline  
Q & A

10:00 - Presentation practice  
fill in the Check list

11:50 Review of written drafts  
Q & A  
Revisions and notes

# Pair work

Presentation outline

Q & A

Review of key points

# Presentation outline

**Work together for 10 min on each person's presentation.**

**Give feedback**

**Ask for help**

# Presentation question list

- Have you included all the necessary items?
- Are the following clear:
  - Why is this a useful & necessary project for your target audience?
  - How will you do your project?
  - What is the impact of your project?
- Is your presentation logical?
- Do you have a simple, short but clear and appealing Introduction and conclusion?

# Action plan check list

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 Knowledge acquired during the training in Japan



# Presentation outline 1

1. Intro: (1-3 min – 2 slides)
2. Background (3-5 min. 2-3 slides)
3. Action plan description / Steps / How to do it / Method (5-10 min. 3-5 slides)
4. Japan experience (1-3 min – 1-2 slides)
5. Conclusion (1-3 min – 1-2 slides)

# Presentation outline 2

1. Intro: (1-3 min – 2 slides)
2. Japan experience (2-3 min – 1-2 slides)
3. Background (3-5 min. 2-3 slides)
4. Action plan description / Steps / How to do it / Method (5-10 min. 3-5 slides)
5. Conclusion (1-3 min – 1-2 slides)

# Presentation outline 2

Intro  
2-4 min  
2 slides

**This training**  
**2-4 min** **1-2 slides**

**Background / beneficiaries / needs / goals**  
**3-5 min.** **2-3 slides**

**Program design / How / Method**  
**5-10 min.** **3-5 slides**

**Conclusion**  
**1-3 min**  
**1-2 slides**

# Presentation skills

Contents  
Purpose  
How to do it

# Presentation practice

- Each person will have 15 min. MAX
- Please fill in the check list for each speaker.

# Draft Review

Key points  
Revisions  
Notes

# Action plan review

Consult with your partner on your plan:

Review the comments made by the program coordinators.

Ask about anything you are not sure about?

Are there parts you have not finished?

Check each others budgets.

# Preparing a budget

## EXPENSES:

- Personnel costs (salary, benefits etc.)
- Consultant fees (translation, training)
- Office supplies (paper, pens)
- Equipment (copier, computer)
- Postage/mailing (PR, members)
- Printing (booklets, fliers. Marketing materials)
- Travel (local, domestic, staff, program participants etc.)
- Shared/common (rent, telephone, utilities, internet, etc.)
- Repairs (equipment, office itself)

## INCOME, SUPPORT AND REVENUE

- Earned income
  - Admission fees
  - Sales
  - Ads in program
  - Table rental
- Grants
- Service contracts
- In-kind items and services
  - computer, camera, legal, financial
- Gifts
  - Cash contributions
  - Prizes
- Other income

# Final group work

- Review your action plan draft 2
- Help each - ask questions
- Give advice to make each others presentations better.

# The action plan - key dates

From now

Rewriting & revising

Give advice and share ideas

Nov. 14

TOMORROW

Final Presentation

(before the committee)

Focus on presentation & contents

Q & A

Nov 15

Final draft due

# Good luck!!!

Thanks for your hard work and  
attention!

Sarajeon