

## Workshop Schedule

Outline for the workshop

## DAY 1 - Morning

- ✧ Introduction, Process
- ✧ Writing time mixed with introductions to these topics:
  1. Name, organization and country
  2. Title of your plan / proposal
  3. Background (issues, direction of policy etc)
  4. Pre-conditions and possible obstacles to your action, if any
  5. Overarching Goals
  6. Concrete Objectives
  7. Expected Outcomes
  8. Target audience / Beneficiaries

## Afternoon

Writing time mixed with introductions to these topics:

- 9 Knowledge or experience acquired during the training in Japan
- 10 Implementing agency and collaborative partners
- 11 Budget needed, how to raise funds
- 12 Monitoring and evaluation
- 13 Timetable & Program method/step by step outline of steps you will take

## Day 2

Morning – Comments, Review, Editing

Afternoon - Presentation skills

## Day 3

Review, Presentations (10- 15min each)

Comments

Editing of second draft

---

## Day 1 - June 12, 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 to be both concrete and realistic.

It should focus on the theme "improving the employment and work of persons with disabilities, and/or increasing employment for persons with disabilities." Please apply the ideas you gained in Japan to your Action Plan.

***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 but it is suggested you wait until After the Action plan writing workshop on June 12.

We will review the Action Plan writing process in a step-by-step manner on June 12 in Action Plan Writing workshop.

First draft - prepared for the June 21 workshop

Second draft – prepared for review workshop on June 25

Presentation – training on June 21 practice on June 25 and final presentation on June 27.

Final Action Plan submission – to JICA on June 28.

### **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. Knowledge or experience acquired during the training in Japan**

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

#### **4. Background (issues, direction of policy etc)**

Describe the situation in your country

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

We should understand why the project is necessary.

Explain why the program is necessary

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

#### **5. Pre-conditions and possible obstacles to your action, if any**

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

#### **6. Overarching Goals**

What does your project aim to achieve?

Broad general accomplishments - longer term – 1 or 2 years

#### **7. Concrete Objectives**

Include many short-term – for example monthly benchmarks

Qualitative and quantitative

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

#### **8. Expected Outcomes**

Specific, concrete measurable outcomes to be achieved

Qualitative and quantitative

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

#### **9. Target audience/Beneficiaries**

Who will take part in your program?

Why is this program meaningful for these people?  
What are their needs?

#### 10. Implementing agency and collaborative partners

What organization(s) will put the plan into action?  
Are there organizations you can work with?

#### 11. Budget needed, how to raise funds

Admin, direct program, overhead  
Income if any, other funders, how you will make up for gaps etc.

#### 12. Monitoring and evaluation

How and what you will measure: progress, success & outcomes (qual. & quant.)  
How will you measure success?  
What methods will you use to measure impact?  
Include both qualitative and quantitative impacts  
When will you do the follow up?

#### 13 Timetable - Program method /step by step outline of steps you will take

This is your main focus - **PLAN OUTLINE AND METHODS FOR MAKING IT HAPPEN.**  
Methods, timeline, phases of project  
Details of how and who will do what you plan  
All steps need inclusion: preparation, program, and post-program activities  
How will you run the program?  
Include details on preparation and preliminary steps before actually running the program  
Show a clear time frame for each step and a logical progression

**People involved** Who will run this program? (Existing staff? new staff?)

- ◇ Assign specific tasks clearly to those who will be responsible for performing them
- ◇ Who will be the point person to monitor progress?

#### Tips:

Provide schedule outlines that show key dates and deadlines.  
Brainstorm all the activities that will need to be accomplished in order to implement the plan.  
Order these from beginning to the end point date  
Determine from the end point, all the dates and steps to ensure plan completion in time.  
Write the steps in terms of action - start each statement with a VERB.  
Outline in terms of phases:

- Outcome/endpoint
- Evaluation
- Program execution
- Preparation – what you need to do before the program
- From now until project proposal is complete

#### \* Concluding statements

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