

Action Plan Writing Workshop

Day 3

June 25

Sarajeen
Rossitto

Today's schedule

9:00 - 9:30 Review of presentation outline
Q & A

9:30 - 11:30 Presentation practice
fill in the Check list

11:30 - 12:00 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 good & necessary project?
 - How will you do your project?
 - What is the impact of your project?
- Is your presentation logical?
- Do you have a simple, short but appealing Introduction and conclusion.

Action plan check list

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

Presentation outline 1

1. Intro: (2-4 min – 2 slides)

- ☞ Self intro
- ☞ Show relationship between the their priorities and your work

2. Background (3-5 min. 2-3 slides)

- ☞ Project objectives and goals
- ☞ Outcomes/impact
- ☞ Local situation
- ☞ Needs statement
- ☞ Target population/beneficiaries

3. Timeline / Steps / How / Method (5-10 min. 3-5 slides)

- ☞ Approach/process/procedure/plan/schedule
- ☞ Monitoring/evaluation
- ☞ Funding Request – not details!
- ☞ Allies/collaborations

4. Japan experience (2-4 min – 1-2 slides)

- ☞ Person
- ☞ Workshop or lecture
- ☞ Visit

5. Conclusion (1-3 min – 1-2 slides)

- ☞ Pitch you story
- ☞ Why important – something personal
- ☞ Final appeal

Presentation outline 2

1. Intro: (2-4 min – 2 slides)

- ⌘ Self intro
- ⌘ Show relationship between their priorities and your work

2. Japan experience (2-4 min – 1-2 slides)

- ⌘ Person
- ⌘ Workshop or lecture
- ⌘ Visit

3. Background (3-5 min. 2-3 slides)

- ⌘ Project objectives and goals
- ⌘ Outcomes/impact
- ⌘ Local situation
- ⌘ Needs statement
- ⌘ Target population/beneficiaries

4 Timeline / Steps / How / Method (8-12 min. 3-5 slides)

- ⌘ Approach/process/procedure/plan/schedule
- ⌘ Monitoring/evaluation
- ⌘ Funding Request – not details!
- ⌘ Allies/collaborations

5. Conclusion (1-3 min – 1-2 slides)

- ⌘ Pitch your story
- ⌘ Why important – something personal
- ⌘ Final appeal

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 10-15 min.
- 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

June 27 - Final Presentation (before committee)
Focus on presentation & contents
Q & A

June 28 Final draft due

Good luck!!!

Thanks for your hard work and kind attention!

Sarajevo