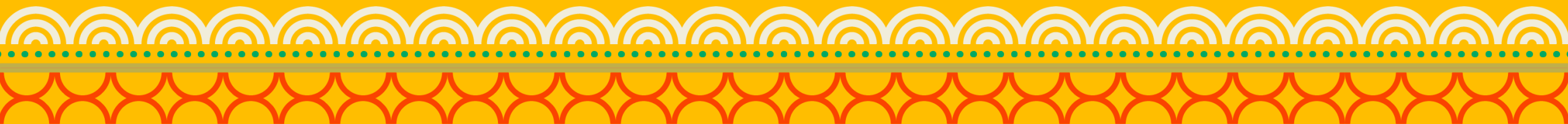


HOW SHOULD I PLAN MY ACTIVITIES?

User Guide #4

September 2023



This User Guide is intended to help applicants prepare AmplifyChange grant applications.

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CREATING A WORK PLAN

To plan your activities, you'll need a work plan.

A workplan helps you to:

- Clearly define your activities
- Structure activities in the right order
- Think about the people you need to do the project
- Budget the project





WHAT DOES A WORK PLAN LOOK LIKE?

AN EXAMPLE

This is a made-up project, called:

‘Advocating for change in youth sexual and reproductive health policy in country X’.

This is only to give an illustration, but we hope it is useful!

Workplans should include the following areas:

- Project activities
- Monitoring and evaluation
- Organisational strengthening/capacity building/sustainability



SAMPLE WORK PLAN

| 1) Project Activities Activity Name | Sub-Activity Description | Person Responsible | Organisation Responsible | Year 1 | | Year 2 | | Year 3 | |
|--|--|---|--------------------------|----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| | | | | Period 1 6 months | Period 2 12 months | Period 3 18 months | Period 4 24 months | Period 5 30 months | Period 6 36 months |
| Activity 1: Establishment of advocacy strategy | 1.1: Project introduction meeting & objective setting with coalition partners | Project manager | Organisation A | x | | | | | |
| | 1.2: Values clarification with coalition partners | Project manager | Organisation A | x | | | | | |
| | 1.3: Mapping of key decision makers & policy-making processes | Project coordinator | Organisation B | x | | | | | |
| | 1.4: Establish communications strategy, key messages & research dissemination plan | Comms manager | Organisation B | x | | | | | |
| | 1.5: Working group meetings to develop advocacy plan | Project manager (Org A) Project co-ordinator (Org B) | Organisation A & B | x | | | | | |
| | 1.6: Final advocacy plan reviewed and approved by coalition | Project manager (Org A) Project co-ordinator (Org B) | Organisation A & B | x | | | | | |
| | 1.7: Bi annual advocacy strategy review meeting | Project manager (Org A) Project co-ordinator (Org B) | Organisation A & B | | x | x | x | x | x |
| Activity 2: Build media campaign | 2.1: Contact & engage media houses | Comms manager | Organisation B | | x | | x | | x |
| | 2.2: Establish quarterly media publication schedule to disseminate information about youth SH policy | Comms manager | Organisation B | | x | x | x | x | x |
| | 2.3: Set up social media campaigns with coalition partners | Comms manager (Org B) Project manager (Org A) | Organisation B & A | x | x | x | x | x | x |



| | | | | | | | | | |
|---|--|---|--------------------|---|---|---|---|---|---|
| 3) Monitoring and evaluation | ME 1: M&E strategy established & monitoring tools finalised | M&E manager | Organisation C | x | | | | | |
| | ME 2: Coalition training on M&E strategies and tools | M&E manager | Organisation C | x | | | | | |
| | ME 3: Six monthly M&E analysis conducted to measure progress against planned outcomes | M&E manager | Organisation C | x | x | x | x | x | x |
| | ME 4: Quarterly coalition check ins to track progress, discuss lessons learned, and address project challenges | Project manager | Organisation A | x | x | x | x | x | x |
| | ME 5: Final project lessons learned document produced & shared with coalition members | M&E manager | Organisation C | | | | | | x |
| 4) Organisational strengthening/ capacity building/ sustainability | OS 1: Conduct organisational strengthening assessment with each coalition partner | Project manager | Organisation A | x | | | | | |
| | OS 2: Create organisational strengthening plans for each coalition partner | Project manager | Organisation A | x | | | | | |
| | OS 3: Track organisational development progress of coalition members through peer accountability groups | Project manager | Organisation A | | x | x | x | x | x |
| | OS 4: Create 3 year strategy for coalition | Project manager (Org A) Project co-ordinator (Org B) | Organisation A & B | | x | | | | |
| | OS 5: Create resource mobilisation plan for coalition | Project coordinator | Organisation B | | x | | | | |
| | OS 6: Apply for 2 funding opportunities per quarter | Project coordinator | Organisation B | | | x | x | x | x |
| | OS 7: Map other SRHR organisations in country/region & set up meetings to exchange about best practice | Project manager | Organisation A | x | x | x | x | x | x |

KEY THINGS TO CONSIDER

- Activity plans must be realistic
- Activities and sub-activities listed in the workplan must be aligned with the budget for the project, to ensure a sufficient cashflow can be planned to fund project activities
- The workplan should be in line with the aims and activities defined in your proposal
- Please provide as much detail as you feel is needed to explain how you plan to run the project
- For AmplifyChange, the workplan should show the timing of key activities over the life of the project on a six-monthly timeline



SAMPLE WORK PLAN

We encourage you to consider reflecting on the risks and mitigations associated with your project, and to ensure you have planned to include any additional costs linked to these mitigations into your budget as well.

| Risks (see instructions) | |
|---|---|
| Risks / Assumptions | Risk Mitigation |
| Coalition partners do not understand their roles and responsibilities in the project | Share project documents and clarify roles and responsibilities during project inception meeting |
| | |
| | |
| | |
| Conflicting schedules between coalition partners could affect planning working group meetings | Clear communication at beginning of project over expectations and timelines for working groups, and signed MoUs with all partners |
| | |
| | |
| | |
| | |
| Opposition campaigns publish own media criticising coalition work | Establish opposition monitoring strategy to accompany communications strategy |



REMEMBER!

Your workplan is closely linked with your budget and monitoring and evaluation plans. Working together with your whole team – programmatic, financial, and LME – to ensure all the documentation fits together is crucial for ensuring a solid project plan.





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