



# **Project Implementation Preparation and Planning Template**

## **Resilient Roots Pilot Accountability Projects 2018**

### **Instructions about how to use this guide:**

The present template has been developed by the CIVICUS Resilient Roots project team to support project partners to strategise for and design their 12-month pilot accountability project. Beyond the scope of the Resilient Roots project, we hope this template serves well any other project implementers.

The implementation plan will be a 'living' document that you will continuously review and update. Implementation plans will also be used to help you ensure the pilot project is making the most of your strengths and identify key areas where you require support. They will also help you to map key stakeholders and track progress.

To complete the first draft of your implementation plan, please follow all the steps in the contents table below. Linked to each item in this template, there are a series of templates, frameworks and instructions to guide the development of your implementation plan. The Resilient Roots team will then review your draft and suggest possible ways to update it.

### **Contents Table:**

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### **1. Theory of Change**

(Introduction taken from [Development Impact 4 You](#))

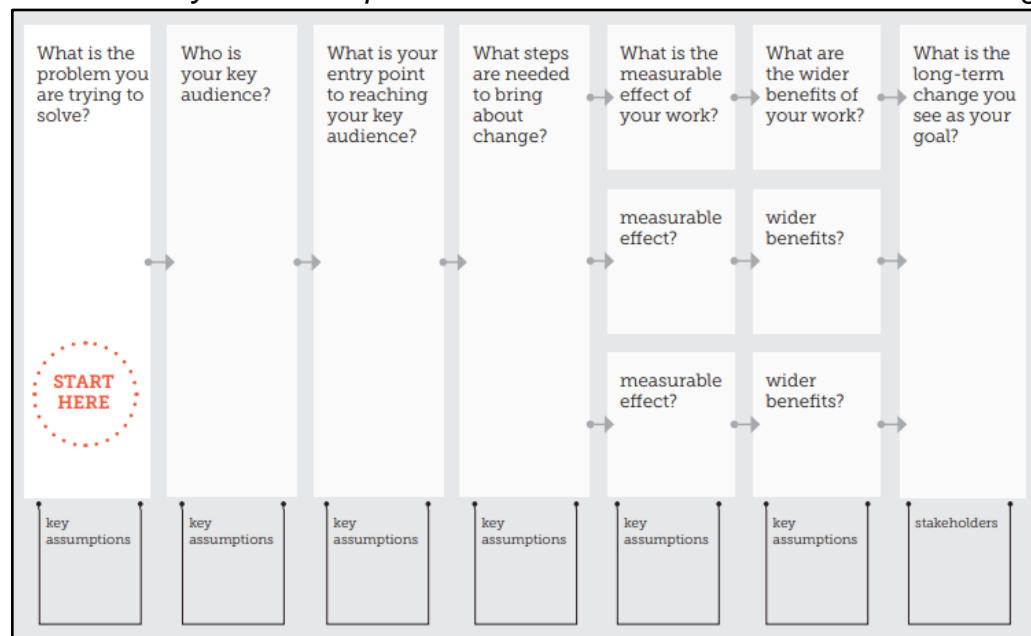
Setting up a theory of change is like making a roadmap that outlines the steps by which you plan to achieve the objectives of your pilot project. It helps you define whether your work is contributing towards achieving the impact you envision, and if there are other approaches which require consideration.

The theory of change tool not only helps to clearly articulate and connect your work to your bigger goal, it also allows you to spot potential risks in your plan by identifying the underlying assumptions in each step. In large organisations, when there may be several projects running simultaneously, a theory of change will help to map how the Resilient Roots pilot accountability project can relate to the other work your organisation is doing.

You can check out the [Resilient Roots Theory of Change](#) (for now, only available in english) for an example!

Please follow the link [here, where you will find more instructions and a sample template](#) (by Development Impact 4 You) like the picture below, to help you develop the structure of your theory of change for your pilot project.

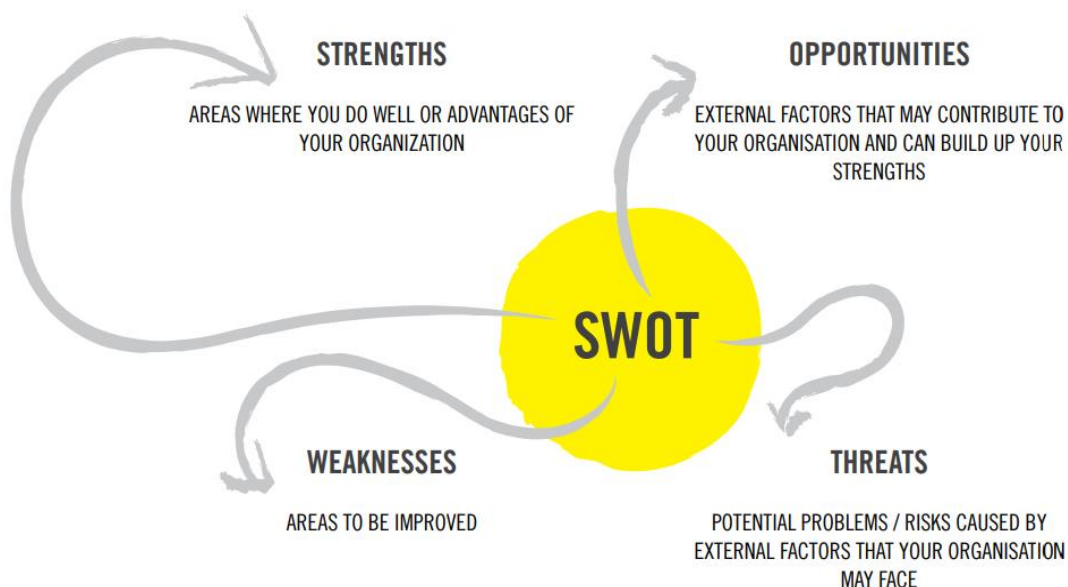
Remember to articulate your problem as a challenge you are trying to overcome, and from there lay out the steps that need to follow to overcome this challenge.



## **2. SWOT Analysis**

SWOT analysis helps you to identify the specific strengths, weaknesses, opportunities and threats which will impact your ability to successfully implement your pilot project.

Similarly, this will help us to identify how you could be supported by, or lend your support to, other Resilient Roots pilot projects.



(Image from: Amnesty International - A Toolkit For Developing Your National Youth Strategy)

[Here you will find guiding instructions and a template](#) (developed by Development Impact 4 You) to help you develop your SWOT analysis. For each component of the SWOT analysis, please **identify at least 3** organisational strengths, opportunities, weaknesses and threats. We hope you can draw from a mix of SWOTs that speak to both internal circumstances that will directly impact your ability to carry out the activities of your project, and more broadly those that relate to your organisation and the wider environment in which you operate. Please complete the template provided in this link, as part of your implementation plan Word document.

At a later stage, the SWOT analysis will be followed up by an organisational capacity assessment more targeted to the scope and needs of your pilot project. This will provide us with more detailed information about the support Resilient Roots can offer, and how to develop the resource package. There will also be an opportunity to go into more detail about the threats you have listed, during the resilience baseline assessment we will conduct with you during the next stage of the process.

### **3. Detailed Timeline of Activities**

In this section you should build upon the information submitted in your pilot project application (question 8 in the first survey and 10 in the second survey) to create a detailed monthly timeline of activities. This should include:

- a. Timeline of activities, with estimated dates
- b. Brief description of each activity - **please include**: *what* you intend to do, *why* you want to do it, and *how* it will be done
- c. Indicators to measure success/completion of activity - these can be qualitative or quantitative and should help you identify when an activity or objective has been reached.
- d. Stakeholders and constituents involved - please list who needs to be part of this activity
- e. Corresponding budget - estimated costs

**This activity plan will need to be regularly reviewed and update as your pilot project progresses.** We will remind you about the need to do this, as well as provide some guidance about what may need to be updated, and how. In this regard, a number of key considerations include:

- How do you plan to consolidate/replicate success/things that work (in your project)?
- How do you plan to publicise progress/wins?
- How does your organisation plan to be more inclusive in project/activity programming?
- How do you plan to structure your team/organisation to be more inclusive and responsive?

When you develop your detailed timeline of activities, please remember to first check the Timeline for all Resilient Roots pilot projects in **Annex I** of this document. These activities should be factored in when developing your activity timelines, since they are connected to your milestone deliverables.

Below you can find a template with some examples to help you develop your Timeline of Activities.

**Timeline of Activities template:**

<b>TIMELINE OF ACTIVITIES FOR RESILIENT ROOTS PILOT PROJECT ORGANISATIONS - COHORT 1</b>					
<b>Timeframe</b>	<b>Description of Activity</b>	<b>How do you plan to close the feedback loop?</b>	<b>Indicators for Monitoring Progress</b>	<b>Stakeholders Involved</b>	<b>Estimated Budget (USD)</b>
<b>August 2018</b>	<i>Preparatory workshop where we will use focus-group discussions to co-define accountability with a selection of our primary constituents</i>	<i>Findings and general feedback from preparatory workshop will be published in the newsletter and sent to participants after the meeting as a follow-up</i>	<ul style="list-style-type: none"> <li>- # of participants (disaggregated by gender and age) (quantitative indicator)</li> <li>- Level of engagement of participants (qualitative composite indicator)</li> </ul>	<ul style="list-style-type: none"> <li>- 25 Children from a chosen district</li> <li>- 15 Primary school teachers from a chosen district</li> <li>- Staff from your organisation working on Resilient Roots</li> </ul>	1000 USD
<b>October 2018</b>	<i>Publication of first Quarterly Newsletter to update primary constituents of activities and gather constituent feedback. Newsletter includes survey at the end to gather feedback on progress since first event.</i>	<i>Survey and response findings will be published on Facebook</i>	<ul style="list-style-type: none"> <li>- # of subscribers</li> <li>- # of open rates</li> <li>- # of click rates</li> <li>- # of survey responses</li> </ul>	<ul style="list-style-type: none"> <li>- Staff from your organisation working on Resilient Roots</li> <li>- Children from chosen district</li> <li>- Primary school teachers from chosen district</li> </ul>	500 USD
<b>Grand Total in USD</b>					<b>1,500 USD</b>

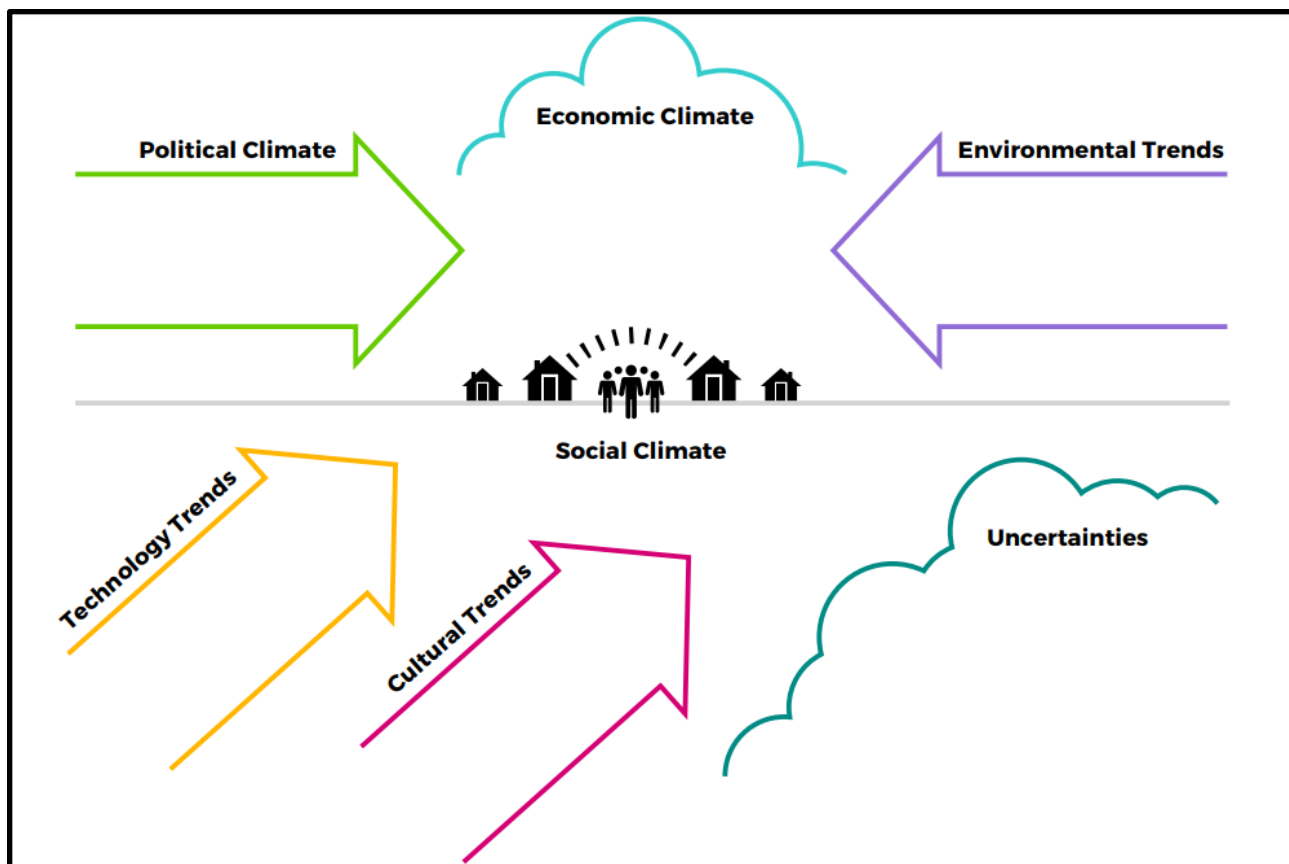
*\*\*Please note the activities and items listed above are intended as an example, and they should not be taken as a suggestion or expectation for your pilot project activities\*\**

#### **4. Context analysis**

Context analysis can help you identify the economic, political, environmental, technological and cultural factors which frame the work of your organisation. These include issues, trends and opportunities at the national, regional and organisational level that can impact the success of your pilot project.

This context analysis will help you learn about the factors that might affect the implementation of your pilot project, and identify opportunities for cross-collaboration between pilot organisations in similar contexts. Like the SWOT analysis, they will also inform the resilience baseline assessment we will carry out with you, by helping us understand additional possible threats and vulnerabilities in your specific context that may affect the work of your organisation.

**Please identify at least three trends for each of the seven areas in the framework depicted in the image below**, that are relevant to the success of your organisation. You can either list them as bullet points or add them directly into the template below and paste this into your implementation plan Word document. As part of your context mapping, please also **list each of the relevant stakeholders** instrumental to the success of your organisation, briefly explaining why you have included them. This should include all the organisational partners relevant to the various areas of your work.



(This tool has been developed by [Mobilisation Lab](#))

**Guiding note:**

You could think of social climate as akin to [gross national happiness](#). Are people content with their quality of life? Is there unrest or conflict? Whereas cultural trends relate more to existing norms or emerging trends in religion, language, arts, popular culture, entertainment and media. Cultural trends can also impact on the social climate if it affects beliefs and attitudes ([MobLab](#)). **5. Detailed Budget Breakdown:**

Please provide a detailed budget for your project. Please submit this budget in a separate excel spreadsheet or as a link to a google spreadsheet within your implementation plan Word document. Make sure the following points are in order:

- Grand totals are in USD - but you are welcome to keep unit prices in your local currency. Please include a conversion rate for reference at the bottom.
- Remember to include all items, activities, events and costs associated with your pilot project that will be covered under this grant, including a brief description.

- This template is shared as a reference but you are welcome to adjust it to your needs, provided all items mentioned in the table below are reflected in your budgets.

Activity or Item	Item Description	No. of Pax or Qty	Unit price	Total Price	Activity or Item total (in US Dollars)
Activity 1: Participatory workshop with PC's					
1	Venue for event	2 days	100 USD per day	200 USD	650
2	Lunch and snacks	30 (20 children, 10 teachers)	10 USD per person	300 USD	
3	Transportation from school to venue	30	5 USD per person	150 USD	
Activity 2:					
Item 1: Subscription to Piktochart					
1	Piktochart subscription to design infographics and quarterly Newsletter	12 months of subscription	5 USD per month	60 USD	60
<b>Grant Tota in USD</b>					<b>710</b>



## Annex I- Example of Activity Timeline for Resilient Roots Pilot Projects

	September	October	November	December
Agreement signed (5 September start date)				
First global call and Virtual peer-learning exercise 1				
Implementation plan developed				
Resource package used (ongoing)				
Pilot project initiation				
Initial accountability assessment				
Initial resilience testing				
Individual calls with RR Team about Implementation plans and Accountability measurement				
Finalise Implementation plans				
Virtual peer-learning exercise 2				

	January 2019	February	March	April	May	June	July	August	September
Progress update and feedback for Resilient Roots team from Quarter 1									

Updated implementation plan	Yellow								
Continuation plan drafted	Yellow								
Mid term blog post written		Yellow	Yellow						
Arrangements for in-person event confirmed			Yellow						
In person event at ICSW 2019				Yellow					
Progress update and feedback for Resilient Roots team from Quarter 2					Yellow				
Continuation plan updated					Yellow	Yellow			
Virtual peer-learning exercise 3							Yellow		
Pilot project concludes (in its first 12 month iteration)							Yellow		
Final accountability and resilience testing								Yellow	Yellow
Final report								Yellow	Yellow
Feedback for Resilient Roots team from Quarter 3								Yellow	Yellow