

4. Developing your project workplan

Your project workplan describes how you will achieve the project objectives. The workplan outlines the activities you will undertake to accomplish the objectives, who will be responsible for the implementation of the activities, when and where the activities will take place, what resources are necessary for the activities, and indicators of success. The table on page 24 is a tool you can use to help develop your workplan—adapt it or change it in any way you like.

a. Choose activities

Brainstorm types of activities needed to reach your objectives. This process is often best accomplished in a team. Don't forget to include members of the target group on the team. Be creative! Think of new, different activities. Do not throw any ideas out at first. When you have a lot of ideas, you should decide which will be most effective in achieving the project objectives given the situation, the resources available and the amount of time needed for the project. You are deciding on the method or strategy for achieving your objectives and reaching the goal. This is a very important part of project development, so spend time developing and choosing activities.

Example from Calabar

Remember, do not limit yourself to AIDS activities here. You may need to choose activities that were identified when doing the needs assessment. For example, we assisted with the fumigation of the hotel premises, and looked into issues surrounding the welfare of the children living in the hotels. You may also want to choose activities that the women themselves can undertake, increasing their ownership and control of the project. We chose the following major activities to reach the goal and objectives of our project:

Health education in the hotels (outreach)

Training of peer educators

Condom distribution

Establishment of STD clinic

b. Assess the resources

Once you have chosen the best activities, you must check to see if these are really feasible. Carry out a general resource assessment. List all the resources which are available. This will give you an idea of the amount of funding you will need to ask for, if you haven't received it yet. You may want to consider specific resources in detail, (condoms, for example—where will the project get them, how many will you need, etc.) Do not forget to include human resource needs (staff) in your assessment.

Example from Calabar

Our project was funded by Family Health International's AIDSTECH Division with funds from the United States Agency for International Development (USAID). These funds supported many of the project activities and some of the project staff. We received condoms from the Family Health Service. Space for our STD clinic, along with a nurse and a health educator, were provided by the state health ministry.

c. Establish a timeline

Place activities in order according to when they need to be accomplished. Divide the activities into the tasks that will be necessary to complete the activity.

For example:

If one of your activities is "training of peer educators" some of the components are: develop peer training curriculum, select peer educators, arrange logistics for workshop, identify trainers, etc.

Decide which activities should be accomplished first. Some things may take place at the same time. Determine how much time will be needed for each. Don't forget to include who will be responsible for implementing each activity. A time-line can be a useful tool for both planning and implementation. We will talk about this topic again in more detail (including potential problems) when we discuss programme implementation and monitoring in the next chapter.