

Annexes

Slides for Module 6: Action Planning

Module 6

Action Planning

**Session 6.1 Review/Consolidation
of Assessment**

Session 6.2 Action Planning

Module 6 Objectives

- (1) summarize the strengths and gaps in the various aspects of their HMIS operations**
- (2) develop an Action Plan to enhance efficiency and effectiveness of their HMIS operations**

Overall Planning Process

Where are
we now?

How do we get there?

Where do
we want
to go?

Why are we still here?

Guide in the Summary of Assessment

- (1) Review the Assessment Checklists you accomplished under each module.**
- (2) Summarize your observations into strengths and weaknesses for each aspect of your HMIS operations and management**
 - Gender Orientation of Your HMIS**
 - Setting up of HMIS**
 - Organizational Structure**
 - Administrative**
 - Financial Management**
 - Monitoring and Evaluation**

Planning Parameters

- (1) Based on the consolidated assessment, identify the areas for improvement and note the strong areas that you need to continue**
- (2) Formulate SMART Objectives**
- (3) Note that Action Plan will cover only a one year period**
- (4) Include major activities to respond to the identified gaps. Include activities that you will continue as they are.**
- (5) Indicate the schedule (by month) and reflect the locus of responsibility, budget amount and source.**

Guide in the Presentation of Plans

- (1) Start with the introduction of your HMIS and members of the group**
- (2) Present next the summary of the assessment, focusing on the major issues and gaps**
- (3) Highlight the following components of your plan: objectives, major activities, total budget required**
- (4) Avoid reading the plan word per word**

Panel Review Guide

- (1) Review if objectives are SMART and if they respond to the identified gaps/needs**
- (2) Check if the set of activities are adequate to realize the objectives**
- (3) Does each action point have time frame and a person/unit in-charge?**
- (4) Is the amount specified including the source?**
- (5) Do not repeat similar comments.**