Annexes Slides for Module 6: Action Planning

Module 6

Action Planning

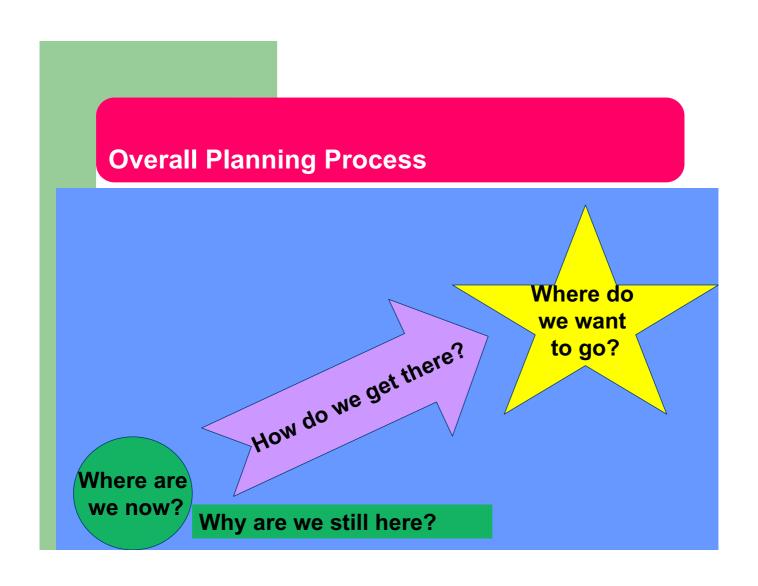
Session 6.1 Review/Consolidation

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



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.