# THET-new-logoProject workplan and guidance

*This tool is designed to help you think through capacity development projects that you may want to undertake during your placement. In particular, the need for change, sustainability and feasibility of the project, resources and support required, and how you will know if your intervention is working. At the end of your placement you will fill out an evaluation tool to see how well each of the principles have been incorporated in your placement. If you require any support in completing it, please contact your THET contacts.*

1. What need for change did you identify?

*Think about: is the issue(s) you are seeking to address a symptom or a cause? Who did you identify this need for change with? Is there any data you consulted? Think about collecting baseline data and refer to the Volunteer Toolbox for guidance on developing a baseline.*

1. How did you identify the need for your project?

*Think about: who did you consult about your project idea? How long did you observe the current practice before coming up with your idea?*

1. What change are you seeking to achieve?

*Think about: the details of what you are considering not just the big ideas, what steps will you and others need to take?*

1. What resources do you need to achieve this change?

*Think about: people’s time for training, payments to attend training and workshops, printing costs, learning aides etc. Who have you consulted in ascertaining these costs?*

1. Whose support do you need?

*Think about: who do you need to talk to implement the project? There may be multiple levels of buy-in needed from your department, the facility, local government, professional associations etc.*

1. How will you know your project is working?

*Think about: measuring success, are you looking for healthcare workers to have improved skills or competencies? Do you expect practice to change? What are the effects on patients? Can you collect data for a baseline? Don’t just focus on the immediate results (output) but on the change (outcomes).*

1. How will you make it sustainable?

*Think about: how viable is the change you hope to achieve after you leave? Does it require ongoing training and resources? Who will provide it? Who will own it? What do you need to leave in place so they can do this?*

Below is a template to help you think through aspects of your project and their timings to ensure that your project can be implemented effectively during your placement. You can adapt it to your needs and do not have to use this template if you have tools you prefer but you will be required to send a similar document outlining planned activities and their expected times to THET by the end of your first six weeks of your placement and it will be discussed at your monthly catch-ups.

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| Activities | Week |
|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| Inception |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Observation / Situational Analysis |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Terms of Reference Finalised with facility lead |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Baseline Data Collection  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Stakeholder Engagement  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Intervention |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Ongoing Data Collection |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Evaluation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| End line Data Collection |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Handover |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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*To complete the table, enter each activity under the main heading and colour or mark within the column for the corresponding week of when it will take place, you may find it helpful to also create templates for each month/quarter if you want to be more precise about when activities will take place.*