

Template for Project Plan using example of the Implementation Evaluation of Nutrition (2012/13)

Activity / deliverable	Who	By when
Review panel for coverage for this evaluation	Health/DPME	3 August 2012
Approval of the Terms of Reference (ToRs), peer reviewers and shortlisted service providers	Steering Committee	20 Aug 2012
Call for proposals from shortlist of service providers from evaluation panel	DPME (Commissioning Department)	21 Aug 2012
Briefing with service providers	Steering Committee	27 Aug 2012
Proposals received	DPME	19 Sept 2012
Presentations by 3 shortlisted service providers	Technical Group	26 Sept 2012
Recommendation of service providers passing quality threshold	Steering Committee	27 Sept 2012
Supply chain selects service provider	DPME supply chain	28 Sept 2012
Successful bidder notified	DPME	1 Oct 2012
Service provider contract signed and work starts	DPME/Service provider (SP)	8 Oct 2012
Briefing session for the selected Service Provider	DPME & Health+	9 Oct 2012
Inception Report submitted	Service Provider	16 Oct 2012
Review of the inception report by the Peer Reviewer	Peer Reviewer	To be confirmed in SP proposal
Incorporation of comments from Peer Review and Steering Committee	Service Provider	
Literature review	Service Provider	
Final data collection instruments and other tools	Service Provider	
Analysis plan	Service Provider	
Provincial reports	Service Provider	
Draft evaluation report completed for review, full and in 1/3/25 format.	Service Provider	15 Mar 2013
Workshop with stakeholders to discuss the draft report	Service Provider	26 Mar 2013
Peer Review of the Report & comments from Steering Committee	Peer Reviewer & Steering Committee	29 Mar 2013
Final Report version 1	Service Provider	12 Apr 2013
Comments to service provider from Steering Committee and Peer reviewer on Final Report	Steering Committees/peer reviewers	19 Apr 2013
Final report draft 2 submitted	Service provider	1 May 2013
Steering Committee to approve final report and agree recommendations	Steering Committee	3 May 2013
Management Response requested from DGs	DPME	6 May 2013
Management response from DGs	DGs	20 May 2013
Improvement plan drafted	Steering Comm	31 May 2013
Report with improvement Plan and Management Response submitted into Social Protection Cabinet Committee system	DPME	June 2013
Report on dept and DPME website	Depts & DPME	2 May 2013
Communication to stakeholders	Depts & DPME	June 2013


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