

Project Work Plan and Draft Budget

This work plan provides a comprehensive overview of the project's phases, activities, responsibilities, and timelines for 18 months. It will be continuously reviewed and updated to adapt to changing circumstances and ensure the successful implementation of community-based interventions for maternal and child health in Sierra Leone.

Work Plan:

Month 1-2: Project Initiation

1. **Activity:** Project kick-off meeting and team orientation
 - **Responsible:** Project Manager
 - **Timeline:** Week 1
 - **Resources:** Meeting space, project documentation
2. **Activity:** Stakeholder engagement and needs assessment
 - **Responsible:** Project Manager and Research Team
 - **Timeline:** Month 1
 - **Resources:** Surveys, interviews, and focus groups

Month 3-4: Planning and Resource Allocation

3. **Activity:** Development of project proposal and budget
 - **Responsible:** Project Manager and Finance Team
 - **Timeline:** Month 2-3
 - **Resources:** Financial data, funding sources
4. **Activity:** Form a project advisory committee
 - **Responsible:** Project Manager
 - **Timeline:** Month 4
 - **Resources:** Committee members, terms of reference
5. **Activity:** Develop a detailed project work plan, including milestones and timelines
 - **Responsible:** Project Manager and Project Team
 - **Timeline:** Month 4
 - **Resources:** Project management software, templates

Month 5-12: Implementation

6. **Activity:** Recruit and train project staff

- **Responsible:** Project Manager and HR Team
 - **Timeline:** Month 5-6
 - **Resources:** Training materials, trainers
7. **Activity:** Set up project office
- **Responsible:** Project Manager and Operations Team
 - **Timeline:** Month 6
 - **Resources:** Office space, equipment
8. **Activity:** Launch community health clinics and awareness campaigns
- **Responsible:** Project Manager and Health Team
 - **Timeline:** Month 7-18
 - **Resources:** Outreach materials

Month 6-18: Monitoring and Evaluation

9. **Activity:** Establish a monitoring and evaluation framework
- **Responsible:** Project Manager and M&E Team
 - **Timeline:** Month 6-7
 - **Resources:** M&E tools, data collection methods
10. **Activity:** Regular data collection, analysis, and reporting
- **Responsible:** M&E Team
 - **Timeline:** Ongoing
 - **Resources:** Data management software, data analysts

Month 17-18: Project Closure

11. **Activity:** Evaluate project outcomes against objectives
- **Responsible:** Project Manager and M&E Team
 - **Timeline:** Month 17
 - **Resources:** Evaluation reports, surveys
12. **Activity:** Prepare project closure report and recommendations
- **Responsible:** Project Manager
 - **Timeline:** Month 18
 - **Resources:** Closure report template
13. **Activity:** Organize a project closing ceremony and share findings

- **Responsible:** Project Manager and Communications Team
- **Timeline:** Month 18
- **Resources:** Event planning resources

Ongoing: Sustainability (Months 15-18 and beyond)

14. **Activity:** Handover project responsibilities to local authorities and community leaders

- **Responsible:** Project Manager
- **Timeline:** Ongoing (starting Month 15)
- **Resources:** Transition plan, training for local leaders

15. **Activity:** Monitor post-project sustainability and impact

- **Responsible:** Local partners and M&E Team
- **Timeline:** Ongoing (post-project)

Project Resources: Financial budget, human resources, office space, equipment, transportation, community volunteers, and project partners.

Project Risks: Identify potential risks and develop mitigation strategies throughout the project lifecycle.

Reporting: Regular progress reports to project advisory committee, funding agencies, and stakeholders.