Title Page:

- Project Name: Development of a Global Migration Health Training and Resource Repository: Enhancing Access, Collaboration, and Capacity Building

- Document Name: Revised Workplan and Technical Questions

- Date: 15 July 2023

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- Prepared for MHADRI Leadership Team

## Introduction

The intent of this document is to articulate our proposed work plan, detailing a clear timeline of tasks, goals, and objectives. This will allow efficient coordination and alignment with your expectations, facilitating a smooth transition through each development phase.

We encourage open and timely communication to ensure that the project runs as smoothly as possible and that the end product is a true reflection of your requirements and expectations. To this end, we have included a list of questions which require clarification. Your feedback on these points will significantly aid our project's progression, contributing to a high-quality, user-centric repository that fully serves the needs of the global migration health community.

## Revised Work-plan

Below is a detailed work plan which outlines the tasks, objectives, and timelines associated with this project.

**PHASE ONE: PLANNING AND DATABASE UPDATION**

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| --- | --- | --- | --- |
| Activity Number | Activity | Notes | Deadline |
| 1 | Submit the work plan/design concept | Submission of work plan/design concept, along with any clarifying questions. | 15 July 2023 |
| 2 | Revision, update, and submission of migration and health training and courses database | Initial submission and revision of training and courses currently entered into the database, with updates and addition of new courses | 30 July 2023 |
| 3 | Feedback from MHADRI leadership team on steps 1 and 2 | Obtain and incorporate feedback from the MHADRI leadership team on the submitted work plan/design concept and database revision/update | 15 August 2023 |

**PHASE TWO: BUILDING WEBSITE (this can begin while step two of phase one is being completed)**

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| --- | --- | --- | --- |
| Activity Number | Activity | Notes | Deadline |
| 4 | Develop a first draft of the website on a test site for review, including the incorporation of user-friendly tools and features | The first draft on the test site is available for review by the IOM and MHADRI Steering Committee | 30 August 2023 |
| 5 | User testing | Conduct user testing with a select group of target audience members to gain feedback and insights into the user experience | 7 September 2023 |
| 6 | Address feedback from the IOM, MHADRI Steering Committee, and user testing | Incorporate comments and feedback from IOM, MHADRI Steering Committee, and user testing | 15 September 2023 |
| 7 | Complete the final version of the website, including search functionalities, interactive maps, and other visual elements | The final version of the landing page (front-end), including search functionalities, interactive maps, and other visual elements, as well as the CMS (back-end), are ready | 30 September 2023 |
| 8 | Submit a comprehensive user guide and hand over the full source code, including all developed libraries | Submission of the user guide for the landing page (front-end) and the CMS (back-end), complete with the most common troubleshooting guidelines. Handing over the full source code, including all developed libraries | 15 October 2023 |
| 9 | Train key MHADRI members on website management, content upload, database updates, and system maintenance | Train key MHADRI members on how to manage the landing page, perform the content upload, update the database, and facilitate system maintenance and administration | 30 October 2023 |
| 10 | Finalisation and sign-off of the project |  | 15 November 2023 |

This work plan has been designed to ensure an effective and efficient workflow, allowing for necessary feedback and adjustments along the way. It aims to align our project goals with the needs and expectations of IOM and the MHADRI Steering Committee. As we progress through the project, we commit to keeping all stakeholders informed and engaged, ensuring the delivery of a high-quality product that meets your requirements.

## Alignment of Work Plan Activities with Project Objectives

This comprehensive work plan has been devised with the primary objective of the project at the forefront: designing and creating a detailed online repository serving as a hub for global migration health training, courses, and curricula. By setting clear tasks and deadlines, the work plan ensures the efficient realisation of the project.

Activity 1 lays the foundation for the project, initiating the submission of the work plan/design concept and opening up a communication channel for any clarifying questions, which directly corresponds to the objective of fostering collaboration and sharing knowledge.

The following activity, Activity 2, sets out to revise, update, and submit the migration and health training and courses database. By streamlining the database and ensuring the information is correct and up-to-date, this activity aligns with the aim of facilitating access to a diverse range of resources and making informed decisions about suitable programs.

Receiving feedback from the MHADRI leadership team on steps 1 and 2 (Activity 3) further demonstrates an emphasis on incorporating various perspectives and adapting to changing needs, contributing to the broader goal of creating a network among professionals in the migration health sector.

The second phase of the project is primarily concerned with the development of the website, which constitutes a significant part of the project objectives. Activities such as developing a first draft of the website on a test site for review (Activity 4) and addressing feedback from the IOM and MHADRI Steering Committee (Activity 6) will work towards achieving the creation of a user-friendly platform with features such as interactive maps and advanced search functionalities.

Furthermore, training key MHADRI members on website management, content upload, database updates, and system maintenance (Activity 9) directly aligns with the objective of ensuring the sustainability and scalability of the repository. This will empower the MHADRI team to maintain the platform, enhancing its longevity and value.

In conclusion, the work plan is a detailed roadmap outlining each step necessary to accomplish the project's primary objectives. Through a phased approach and iterative feedback process, this plan ensures that the final product is a valuable resource that aligns with the needs of the global migration health community.

## Technical questions for clarification

Understanding the scope, technical alignment, and user-specific needs of this project is essential for its timely and high-quality delivery. Clarifying the following queries regarding design consistency, integration methods, website structure, technological preferences, security standards, and user profiles will ensure we meet your expectations precisely and on time.

1. What is the relationship between the new repository and the existing MHADRI website? Should they have a shared design language, or is a distinct visual identity acceptable for the new platform?
2. Do we need to align the new website with the technical specifications (such as web framework, hosting service, etc.) of the existing site, or are we allowed the flexibility to choose the technologies that we deem most suitable?
3. How would you like us to integrate the new repository with the existing site? Should this be a standalone site, an extension of the current site, or integrated as a sub-domain?
4. Would the new repository include multiple pages or be primarily a single landing page? If multiple, are there any specific pages (e.g., About, Contact, FAQ) you would like us to add? Our assumption at this stage is that we will be one landing page.
5. If our preferred web framework (Django) differs from what was used for the existing site, how would you suggest we handle the integration? Do you have any technical experts who could provide guidance on this matter?
6. Are there any specific security protocols or standards we must adhere to when developing the site, especially regarding user data and information?
7. Is there a preferred content management system (CMS) for managing the database on the backend?
8. Are there any branding or style guidelines we must adhere to for the new site, or are we free to propose a new design?
9. In relation to Activity 9 in the work plan (Training of key MHADRI members on website management), could the leadership team suggest who from the MHADRI team would be the best candidates for this training?
10. Could you share more insight into the expected user profiles of the repository? Understanding our target audience can help us tailor the site's design and functionalities to their needs.

## Conclusion

In conclusion, we look forward to collaborating on this important initiative. Your input, feedback, and partnership will be instrumental in developing a resource that enhances access, fosters collaboration, and builds capacity within the global migration health field. We commit ourselves to timely, high-quality delivery of this project, ensuring that the final product is a robust and user-friendly repository that meets your requirements and serves the global community effectively.