



Ocean Innovation Challenge Standard Operating Procedure Detailed Monthly Work Plan and Gantt chart



1. **Introduction and rationale**

The detailed monthly workplan and gantt chart is intended to be a planning tool to provide a roadmap that ensures smooth and timely completion of the innovation. Within each final proposal a quarterly workplan was submitted and approved by UNDP. This contained deliverables, and also serves as the quarterly workplan for payment schedules.

The detailed monthly workplan and gantt chart is a more refined version of quarterly workplan and gantt chart, intended to clearly outline the steps needed to reach the quarterly deliverables. This is instrumental both for planning and implementation as well as oversight and monitoring of progress. Once the detailed monthly work plan and gantt chart are agreed by the Innovator Team Leader and OIC Manager, it will be shared with key stakeholders in the Inception Workshop. This will then be included in the Quarterly Reports, with progress tracking at each quarter for all activities to ensure that progress is on track and to alert the Team Leader and OIC Manager in case of any unexpected challenges or hurdles.

The detailed monthly workplan and gantt chart will be shared with key stakeholders and OIC at the mid-point meeting and at the final meeting and serve as a key tool to capture progress and lessons learned.

2. **Application and Approach**

The template for the detailed monthly workplan and gantt chart is attached to this document. Please be sure to enter the Project Name and Innovator Team Leader name in the document.

If the duration of the innovation is less than 24 months, please delete columns from the right to the total numbers of month duration for the innovation. Also, please add rows as needed to fully detail the work to be done.

It is recommended to start with the agreed gantt chart from the approved OIC proposal, and to compare this to the quarterly deliverable schedule in the contract to ensure all deliverables are included. The detailed monthly workplan and gantt chart should be based on outcomes, outputs, and then activities to realize each deliverable. For activities listed over a full quarter, please refine the activities needed to accomplish this in more detail and then indicate when each sub-activity will occur by month. Please indicate this with "x". For the final month of any deliverable or output, please indicate with a capital "X" in bold. These will be shared and updated in each quarterly report, using a color coding system, therefore using text to indicate months, allows for the original plan and color coded status update to be visualized.

This process will help to identify the actions needed to accomplish the work and can also provide critical clarity in the monthly and weekly planning needed to successfully implement the implementation. Additionally, this tool can help to identify potential bottlenecks, and make planning adaptations to accommodate those.

The plan will be a cooperative effort between the Innovation Team Leader and the OIC Manager. It is required by UNDP that this is developed as part of the Monitoring and Evaluation Strategy for the OIC Innovations. The draft will be prepared by the Innovator Team Leader, shared with the OIC Manager, and collectively completed. Once it is completed, it will be presented to the key stakeholders in the inception workshop. Based on that review, adjustments may be needed. If so, this will be done by the Innovation Team Leader, and approved by the OIC Manager.

3. **Roles and Responsibilities**

Action	Ocean Innovator	OIC Management Team
Draft workplan and gantt chart	Preparation of the draft of the detailed monthly workplan and gantt chart. Send any questions for clarification as needed	Review of the detailed monthly workplan and gantt chart, make recommendation for revisions, or approve. Answer any questions
Revise, if needed	Revision of the draft of the detailed monthly workplan and gantt chart (this may take several iterations)	Review and approve, or make additional recommendations, if needed (this may take several iterations)
Complete plan	Share completed plan with OIC Manager for signature	Sign off on completed plan
Stakeholder engagement.	Present final plan to key stakeholders in inception workshop (See SOP on inception workshop), record any changes and make adjustments if needed, sign final plan	Attend workshop, agreed to changes if needed, and sign off on final plan

(PROJECT NAME and INNOVATOR) Monthly Gantt Chart and Detailed Workplan

	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F
Numbered Outcome, Activity and Output/deliverable by month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
1.																								
2.																								
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*Add additional rows as needed