**Sara Learning – Operational Plan**

Sara Learning’s operational plan include following priorities.

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| **Core Activity** | **Key Actions** | **Responsibility** | **Timeline** |
| Identification, preparation and submission of tenders. | * Review of tender portals on daily basis and updating the potential tenders in the project pipeline | Fuzail | Daily |
| * Review the requirements of the tender and updating the situation (apply, apply with partnership or not to apply) | Abdul Ghani/ Kamran Kashif | Daily |
| * Preparation of the proposal development though brainstorming meeting including technical input followed by proposal writing, team formation and budget development. | Abdul Ghani/ Kamran Kashif | Weekly |
| * Review the first draft, provide feedback, update the draft and final meeting. | Abdul Ghani, Kamran Kashif and Kelly | Weekly |
| * Update the proposal and budget followed by submission. | Kamran Kashif | According to submission date |
| Internal Processes Development for the tendering work | Development of internal tender management processes focusing on given points.  Process update by Fuzail:   * Access Development Sector Portals (UNGM, GIZ, Enable, UNDP, IoM) and Tenders Identification. * Proposal Development and Review * Budget Development * Team Formation * Tender Submission Process   Process update by Kamran:   * Life Cycle Concept * Pricing Model * Base level methodology and execution approach for the proposal * Steering processes of Sara Learning for tenders' management * Monitoring and evaluation * Consultancy governance, team management and working with client * Risk and mitigation management * Communication and coordination with clients and stakeholders | Kamran Kashif  Fuzail | 4 - 8 Weeks |
| Service Portfolio Development and Pricing | Alignment of services portfolio to start business development on LinkedIn and other platforms (Upwork and Fiverr), the core optics are given and Sara Learning to explore integrating AI into all elements:   * Learning Management Systems * E-learning Development * Online courses of Sara Learning * Digital Knowledge Management Systems * Instructional Design * Curriculum Development * Training Needs Assessment * Micro-learning, scenario learning, Gamification, audio, video. * Compliance training * Employee onboarding * Greening TVET and Digitisation | Kamran’s role will be coordinating here.  Abdul Ghani, Abdullah and Tiffny to lead | 4 – 12 weeks |
| Online Platform Integration and Branding | * Develop a LinkedIn strategy to increase visibility, focusing on services portfolio posts, sharing case studies, and client success stories. | Alyan | Daily |
| * Establish a regular posting and coordinating with potential clients via online platforms like Upwork and Fiverr. | ????? (to discuss team name) | Daily |
| Profile | * Update the Sara Learning Company Profile | Whole Team | 4 weeks |