

Draft Due: End of Week 2

Workplan overview

Your two-part plan for host deliverables and supporting work

Your Workplan assignment guides the bulk of your work this semester. Your mentor will review this draft with you in your second meeting, slated for the week after the due date for this draft. Once you've discussed the plans with your mentor, you'll send the host component of your plan to your main contacts at your partnering host organization to check that they agree and set the stage for further logistical arrangements.

The first component is your **Host Workplan**, which is designed to enable you to create the deliverables that your partnering host organization seeks. Develop a plan for what you will accomplish for your host and how you will do it. As you work through this assignment, you'll be exploring the rationale for your project, defining your scope, specifying deliverables, and mapping out the steps you envisage will accomplish your work. Begin by planning your work by component, listing what you aim to do before travels, while on site, and after your trip in April.

The second component is a brief plan for **essential supporting work**, including three main components:

- An assessment of the setting, designed to aid your understanding of the project's context;
- Your selected design for work you will complete in April: one visual and one verbal presentation of what you have learned, prepared with current and future Sloan students in mind; and,
- Your initial idea for the focus of a well-curated collection of annotated resources you will share with your hosts once you arrive.

Host Workplan

Cover page

A short title that is made up of your host name, plus a few words that convey the main idea of your project

Your names, programs, and years

Your host organization name and your main host contact(s)

Project overview: A description of your project, in a couple of paragraphs. Main elements:

2-3 sentence overview of organization (from your organizational profile)

1-2 sentences on the problem or opportunity your host faces (which motivates this project)

1-3 sentences on the main work activities you intend to complete

A brief summary of the resulting deliverables that you will generate

Add a sentence mentioning what is likely to be beyond the boundaries of the project—some of the things that are excluded in this plan

Mention key inputs and assumptions you are relying on, if it makes sense to do so

Explain in a sentence how the deliverables will enable the host to address the problem or opportunity mentioned above: this is the value your project delivers to the host

Main work products

Develop a descriptive overview, in any format that works for you, of each of the three components of your host deliverables portfolio:

Pre-trip interim research-based study: a defined piece of work that you will complete before mid-March that will inform and enable your work on the ground, using data, resources, or information that would not otherwise be readily available to your hosts (as a rough guide, plan on work that can be accomplished in 100 person-hours).

Effective interim projects vary depending on the project specifics. In most cases, it is not a good idea to simply analyze or summarize what the host tells you or has sent you. Instead, draw on something new that will add a different perspective to the fieldwork you plan to do. Past interim projects have included: a set of mini cases; a benchmarking report; interview protocols, process templates, guides, or other materials that you will use and that your host will also find valuable; other methods of mapping and analyzing comparable organizations or programs—including those in very different industries. Ideally, this study draws on materials that have some basis of evidence to support them: a framework from a class you have taken, existing research studies, or tools and approaches validated by professional bodies are great for bringing rigor to your interim work.

On-site plan: an initial plan for the work you will carry out on site. Develop this portion to enable your planning: overview the main activities, then list key inputs and planning required for these steps (this list can appear in the workplan tasks sections that follows). Also convey what you imagine you will be able to deliver while on site, so that you have a starting point for discussing scope with your hosts and mentor (all told, you likely have 300+ person-hours potentially available for the onsite work); and

Post-trip: A broad, general (and, at this point, fairly modest) idea for what you would be able to accomplish once back at MIT. This plan will likely change, but know that sketching out ideas now can help you improve upon them while in the field. This final component allows an invaluable iteration on your work and can greatly increase your project impact (as a rough guide, plan on work that can be accomplished in 80 person-hours).

Workplan specifics: Tasks, data, progress, and communication

Define each task needed to generate the deliverables at a level of granularity that allows you to report on progress **every week**, and assign responsibilities, timing, and inputs and resources needed. Flag interdependencies and major decision points. Use any format that works for you—a table, a chart, text with subheadings. Bear in mind that this will also be shared with your host. Of course the tasks you plan for later in time will be less well developed than immediate ones; that's fine. Note, too, that you have some other course deliverables—the essential supporting work listed below—that will require your planning and time.

To conclude your workplan, add brief statements to address the following:

Where and how will you store and share data of all types? How will the entire team actually look at and use all your data, so that you benefit from all team members' perspectives?

How will you know you are on track and getting the results you seek? Not only do you need to define milestones and indicators in a practical, useful way and list critical decision points, but you need to have a team activity that addresses each milestone and decision point in a way that enables swift action in response to your assessment of where you stand.

Your communication strategy: whom you will update, how often, and how (and why)? How will you use your WedUps?

Plan for essential supporting work

Complete this one-page form as part of your workplan development. To aid your planning, the complete assignment for country briefing, due at the end of Week 4, is available.

Complete this plan for the main components of your essential supporting work and use this for your own workplanning.

Element of essential supporting work	Your notes and selections for these elements	Team member(s) accountable	Start and end dates of task	Estimated time for task	Other needed inputs
Organizational profile (completed end of Week 1; discussed with mentor during Week 2)	If any, complete the following: Issues we want to explore that came up in completing the profile _____ Questions we couldn't answer: _____ Items from page 2 we should follow up on: _____				
Country briefing Select your domains in class on Thursday of Week 2	Domain we will focus on: _____ Teams we are paired with: _____				
Annotated bibliography (due end of Week 5; present to host on arrival)	Domain we will focus on: _____ Goal: curate 4-5 great readings, reports, resources. Assemble all pdfs, then create document listing for each a full citation, source urls, and one-paragraph summary and discussion				
Sloan portfolio (choose now for April): Visual	Select one, listing the pair of students who will complete the selected element: Photo journal of 12 great photographs, each with an extensive caption, or Video that presents the project, the solution, the host, and the setting (we need videos!)				
Sloan portfolio (choose now for April): Verbal	Select one, listing the pair of students who will complete the selected element: Blog journal of 5-7 posts that tell a story over the course of your project, or Standalone management module that takes something you did and presents it to a general audience (e.g., a how to guide; or a checklist with detailed explanations; see MFTW on blog), or Initial draft of a case				

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