Work Flow

Work Flow in Afghanistan

	First Year	Second Year												Third Year												Fourth Year			
Year	2005	2006												2007												2008			
Month	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7
Reports	Inception Report (drft)	Inception Report					Progress Report(1)				Progress Report(2) Annual Report(2nd yr)								Progress Report(3)				Progress Report(4) Annual Report(3rd yr)					Final Report Annual Report(4th yr)		
Other outcomes																							Project Completion Report(draft) Supervisors' Manual(draft)				Supervisors' Manual		
In Japan / 0 Management	0-1. Consideration of the project plan 0-2. IC/R draft	0-3. IC/R Clalification 0-4. Project formulation for 2nd year					0-6. P/R(1) JCC					0-7. P/R(2)		0-8. JCC 0-9. Project formulation for the 3rd year					0-10. P/R(3) JCC					0-11. P/R(4) JCC			0-12. Draft Final Report	0-13. Final Report 0-14. Announcement of Supervisors' Manual	0-15. Anual Report
1. Data Management System		1-1. Analysis of current operation				1-2 Plan-ning	1-3. Database design	1-4. Discussion on data collection flow	1-5. Workshops for data collection	1-6. Database development	1-7.Trial of the new system			1-8. Revision of the system/ Installation				1-9. Understanding of current operation	1-10. Formulation of improvement strategies and planning	1-11. Discussion on data collection flow	1-13. Workshops for data collection	1-14. Trial of the new system		1-15. Revision of the system/ Installation			1-16. Workshops for planning	1-17. Completion of guideline	
2. Management Systems of Educational Materials		2-1. Analysis of current operation				2-2. Formulation of improvement strategies	2-3. Workshops for inventory control & distribution/ Draft plan for procurement, inventory & distribution	2-4. Plan for procurement, inventory & distribution	2-5. Preparation of procurement and distribution	2-6. Distribution and inventory/ Monitoring				2-7. Formulation of improvement strategies/ Workshops	2-8. Plan for procurement, inventory & distribution	2-9. Preparation of procurement and distribution	2-10. Distribution and inventory/ Monitoring	2-11. Understanding of current operation	2-12. Formulation of improvement strategies	2-13. Workshops for inventory control and distribution	2-14. Plan for procurement, inventory & distribution	2-15. Preparation of procurement and distribution	2-16. Distribution and inventory 2-17. Monitoring		2-18. Formulation of improvement measures/Workshops	2-19. Completion of guideline	
3. Capacity Improvement of supervisors		3-1.Analysis of current operation				3-2. Formulation of improvement strategies	3-3. Draft contents of manual/ Manual development plan	3-4. Development of training plan	3-5. Training for supervisors	3-6. Manual development & editing	3-7. Revision of training plan					3-8. Training		3-11. Understanding of current operation	3-12. Same as 3-2	3-13. Development of training plan	3-9. Training		3-14. Training	3-15. Revision of trainings	3-10. Training				3-16. Completion of supervisors' manual 3-17. Workshops for manual use	
4. Recommendations for Literacy Department		4-1. Coordination with other development partners					4-3. Regular meeting		4-3. Regular meeting	4-2.Recommendations for capacity improvement of Literacy Department	4-3. Regular meeting					4-3. Regular meeting					4-3. Regular meeting		4-3. Regular meeting	4-3. Regular meeting	4-4. Provision of recommendations (draft)	4-3. Regular meeting			4-5. Recommendations	4-6. Final seminar
5. Expansion of Literacy Classes		5-1. Sub-contract with NGOs on literacy classes	5-2. Analysis of current operation			5-3. Formulation of implementation plan for literacy classes	5-4. Contract with NGO	5-5. Literacy classes (trial)	5-6. Development of the detailed plan for expanding literacy classes	5-7. Literacy classes organized by contracted NGO 5-8. Monitoring	5-9. Revision of the plan					5-10. Revision of the plan					5-11. Revision of the plan		5-12. Revision of the plan		5-13. Revision of the plan				5-14. Provision of recommendations (final)	
Public Relations			Newsletter (1)					Newsletter (2)			Newsletter (3)						Newsletter (4)						Newsletter (5)			Newsletter (6)			Newsletter (7)
C/P training JICA evaluation		0-5. Publicity activities with medias, Provision of information to the literacy magazine unit, Capacity improvement in the literacy magazine uni									C/P training						Mid-term evaluation						C/P training						Final evaluation

Kabul City • Kabul Province
Improvement of data management system

Kandahar,Bamian,Balkh Province
Improvement of data management system

Kabul City • Kabul Province
Improvement of inventory and distribution system

Kandahar,Bamian,Balkh Province
Improvement of inventory and distribution system

Kabul City • Kabul Province
Improvement of supervisors' capacity

Improvement of supervisors' capacity

Kabul city, Kabul Province
Kandahar,Bamian,Balkh Province
Expansion of literacy classes

Coordination

Coordination

IC/R: Inceptiion Report P/R: Progree Report JCC: Joint Coodination Committee