

UBSUP-Kenya

5th December 2011						2011							2012												
Description & Programme of the Project Preparatory Study: Study Work Plan						Week >	31 - 6 Nov.	7 - 13 Nov.	14 - 20 Nov.	21 - 27 Nov.	28 Nov - 4 Dec.	5 - 11 Dec.	12 - 18 Dec.	19 - 25 Dec.	26 - 1 Jan.	2 - 8 Jan.	9 - 15 Jan.	16 - 22 Jan.	23 - 29 Jan.	30 - 5 Feb.	6 - 12 Feb.	13 - 19 Feb.	20 - 26 Feb.	27 - 4 March	5 - 11 March
No.	Activity	Remarks	Participants	STATUS ⁽⁴⁾	Lead Person(s)	No.	44	45	46	47	48	49	50	51	52	1	2	3	4	5	6	7	8	9	10
1	Preparation of the study programme	This document	Simon, Han, James	Co	Simon, Han																				
2	Study Kick-off Meeting	Official start of the study	The entire UBSUP team	Co	Simon, Patrick																				
3	Reviewing existing studies and outputs of study visits & contacting BMGF	See UBSUP 2: Chapter 3	Sheillah, Han, Cees, Katrin	In	Han, Katrin																				
4	Creation of inventory of relevant studies and publications	See UBSUP 2: Chapters 8 & 18	James, Sheillah, Han, Cees, Katrin	In	James																				
5	Preparation of the list of definitions	See UBSUP 3: Chapter 7	Fidelis, James,	In	Fidelis																				
6	Fine-tuning the key objectives of the study	See UBSUP 3: Chapter 4	The entire UBSUP team	NYI	Nelson																				
7	Identification of study locations	See UBSUP 3: Chapter 5	The entire UBSUP team	NYI	Sheillah, Simon																				
8	Preparation of the field work (1) + study locations (logistics, etc.)(1)	See UBSUP 3: Chapter 8	Maureen, Abdul, Nicolas, David	NYI	Maureen																				
9	Development of the study tools	See UBSUP 3: Chapter 6	The entire UBSUP team & sub-teams	In	James, Fidelis, Patrick																				
10	Preparation of the field work (2) (making contacts, etc.)(2)	Vehicles, accommodation, etc.	The entire UBSUP team & sub-teams	NYI	Maureen																				
11	Identification of Pilot Project WSPs.	See UBSUP 2: Chapter 7	Sheillah, Eden, Simon, Cees, Patrick	In	Sheillah & Simon																				
12	Start of field work	See UBSUP 3: Chapter 6	The entire UBSUP team	NYI	Han, Simon																				
13	Field work (1): Inventory + Surveys	See UBSUP 3: Chapter 7	The entire UBSUP team & sub-teams	NYI	Han, Nelson, Simon																				
14	Field work (2): Data entry & Analysis of data	See UBSUP 3: Chapter 8	The entire UBSUP team & sub-teams	NYI	Han, Nelson, Simon																				
15	Field work (3) Development of options	See UBSUP 3: Chapter 9	The entire UBSUP team & sub-teams	NYI	Han, Nelson, Simon																				
16	Development of the up-scaling concept (procedures, tools, etc.)	See UBSUP 3: Section 6.6	The entire UBSUP team & sub-teams	NYI	Nelson, Patrick, Sheillah, Simon, Cees, Han																				
17	Preparing study outputs (requires coordination)	See UBSUP 3: Chapter 6	The entire UBSUP team & sub-teams	NYI	Han, Nelson, Simon																				
18	Development of options to be tested during the pilot projects (3)	See UBSUP 2: Chapters 9-15	The entire UBSUP team & sub-teams	NYI	Cees, James, Patrick, Winston, Eden																				
19	Preparation of the pilot projects	See UBSUP 2: Chapter 7	The entire UBSUP team & sub-teams	NYI	Cees, James, Eden, Dennis, Sheillah, Simon																				
20	Filing, IT (incl. website management & filing) & illustrations	Demand driven	Support staff & Anastasia	NYI	Steve, Henry, Anastasia, Vincent																				
21	Start of the preparation of the toolkit	See UBSUP 2: Chapters 7, 8, 17	The entire UBSUP team & sub-teams	NYI	Nelson, Han, Sheillah, Patrick, Cees																				
22	Pilot Project				Nelson																				

Christmas

- 1): For example, accommodation, the recruitment of data collectors, materials
- 2): For example, sample sizes, interviews,
- 3): For example, onsite toilets, FS transport options, storage FSM options
- 4): NYI = Not yet implemented; PI = planned & being prepared; In = Initiated; Co = Completed

Additional Information:	
all	The existence of this overall Study Work Plan does not imply that there is no need to prepare detailed (sub-) work plans for certain activities
all	All UBSUP members can join any activity or group if they feel they can make a contribution
all	Nelson and Simon need to be briefed on all major progress and challenges enabling them to report to the CEO of the WSTF