Annex 2: Pilot project process

This is the project activity plan as per our proposal. The process was trialled with one programme (CPHP), which led to the sequence of steps being changed and adjustments to the quality control questions. The process that was actually followed is outlined in Section 2 of the main report, with details in Sections 3-9.

2005-2006

Activities	Detail	Undertaken by	S	O	N	D	J	F	M
1. Set up project	Design and set up project management processes	Project management team	X						
	Recruit, subcontract and train project team		X						
2. Implement for CPHP to trial the methodology	a. Select proven technologies	First cut by scientist(s) (using programme websites and FTRs); then checked by Programme Managers	X						
	b. During selection, ensure that each selected **technology:** ▪ Meets TECA criteria; ▪ Is not already recorded in TECA; ▪ Has genuinely been validated (see FTR review).	Scientist(s) (using FTR review)		X					
	c. During selection, ensure that each selected **technology** represents current best practice.	Subject matter specialists		X					
	d. Log any technologies requiring further validation, any decision-support tools and methodologies for DFID CRD	Scientist (using programme websites and FTRs); then checked by Programme Managers		X					
	e. Assemble existing 'raw materials'	Initial collation by scientist(s) (using programme websites and FTRs); then assisted by Programme Coordinators to complete		X					
	f. Compile record for each proven technology (word template) and select additional materials to link to record	Professional science writers/ scientists able to write for NGO audience (could be project leader)		X					
	g. After records have been compiled, ensure that each **record:** ▪ Gives adequate information about associated health and safety risks; ▪ Is an accurate and fair account of the technology and its potential, based on the available documentation.	Subject matter specialists		X					
	h. Before uploading, ensure that for each **record** spelling and grammar are accurate.	Copy-editor		X					
	i. Upload record and additional materials to TECA database	Data entry specialists		X					
	j. Once records are loaded onto TECA database, ensure that each online **record:** ▪ Is formatted consistently; ▪ Supporting documents are correctly attached.			X					

Phase	Task	Responsible							
3. Refine methodology	Refine project process in view of experience with CPHP to make it as efficient as possible	Project management team			X				
					X				
					X				
4. For 9 remaining programmes, implement steps a-e	a. Select proven technologies	First cut by scientist (using programme websites and FTRs); then checked by Programme Managers.	X						
	b. Quality control 1	Scientist (using FTR review)	X						
	c. Quality control 2	Subject matter specialist	X						
	d. Log any technologies requiring further validation, any decision-support tools and methodologies for DFID CRD	First cut by scientist (using programme websites and FTRs); then checked by Programme Managers	X						
	e. Assemble existing 'raw materials'	Initial collation by in-house scientist (using programme websites and FTRs); then assisted by Programme Coordinators to complete	X						
5. Implement steps f-h for LPP and AHP	See above	f. Professional science writer/ scientist able to write for NGO audience (could be project leader);			X				
6. Implement steps f-h for CPP and PSP	See above	g. Subject matter specialists; h. Copy-editor.				X			
7. Implement steps f-h for FRP and NRSP	See above						X		
8. Implement steps f-h for AFGRP, FMSP, PHFRP	See above							X	
9. Implement step i for 9 remaining programmes	i. Uploading to TECA database	Data entry specialists							X
10. Implement step j for 9 remaining programmes	j. Quality control 5								X
11. Ongoing project management activities	Client interface	Project management team	X	X	X	X	X	X	X
	Liaison with SDRR		X	X					X
	Manage workflow		X	X	X	X	X	X	X
	Manage project team		X	X	X	X	X	X	X
	Manage finances		X	X	X	X	X	X	X
	Document project process		X	X	X	X	X	X	X
	Reporting to DFID CRD								X
	Ensure project delivery & client satisfaction		X	X	X	X	X	X	X

Key:

Project management
Content development
Uploading
Quality control