



## Partnership Workplan Review Guide

*This guide is designed for use by Twining Center staff or partners as a checklist to ensure that the workplan template has been properly completed. The comments section is for the reviewer to provide feedback, when necessary, on ways to strengthen the workplan.*

### COVER PAGE

Workplan Section	Essential Components
Partner Institutions A & B	<ul style="list-style-type: none"> <li>▪ Names of the two partner institutions with city and country</li> </ul>
Workplan Period	<ul style="list-style-type: none"> <li>▪ Start date and end date of the workplan period</li> </ul>
Date of Submission	<ul style="list-style-type: none"> <li>▪ Month, day and year that the workplan was submitted to the TC</li> <li>▪ Indication if workplan is draft or final in parenthesis after the date</li> </ul>
<b>Comments:</b>	

### SECTION 1: DESCRIPTION OF PARTNERSHIP ORGANIZATIONS

Workplan Section	Essential Components
Description of Partner Institutions	A short description of each partner institution that includes: <ul style="list-style-type: none"> <li>▪ When it was established</li> <li>▪ Its organizational mission</li> <li>▪ Key organizational attributes and activities relevant to the partnership</li> <li>▪ Areas of expertise and skills it brings to the partnership</li> </ul>
<b>Comments:</b>	

### SECTION 2: DESCRIPTION OF PARTNERSHIP PROJECT

Workplan Section	Essential Components
Project Goal and Rationale	<ul style="list-style-type: none"> <li>▪ Description of specific problem being addressed</li> <li>▪ How/why the problem was identified</li> </ul>

	<ul style="list-style-type: none"> <li>▪ What needs to be done to address the problem</li> <li>▪ If possible, references to available scientific/statistical information</li> <li>▪ Overall goal of the project that responds to stated need and to which the specific partnership objectives will contribute</li> </ul>
Project Objectives and Strategies for their Achievement	<ul style="list-style-type: none"> <li>▪ Objectives are consistent with overall goal of partnership</li> <li>▪ Objectives address issues raised in the project goal and rationale</li> <li>▪ Number of objectives is reasonable</li> <li>▪ Objectives are “SMART” – specific, measurable, attainable, realistic and time-bound</li> </ul>
<b>Comments:</b>	

### SECTION 3: IMPLEMENTATION PLAN

Workplan Section	Essential Components
Objectives	<ul style="list-style-type: none"> <li>▪ Objectives listed exactly match the objectives written in Section 2</li> </ul>
Expected Results	<ul style="list-style-type: none"> <li>▪ Main immediate results (or outputs) – one or two per objective; stated in measurable terms</li> <li>▪ Results directly relate to the achievement of objective</li> </ul>
Activities	<ul style="list-style-type: none"> <li>▪ Activities are as specific as possible</li> <li>▪ Activities present well-defined events with clear beginning and end points</li> <li>▪ Activities lead to expected results and relate to the achievement of objectives</li> <li>▪ All activities are numbered corresponding to the objective listed</li> </ul>
Timeframe	<ul style="list-style-type: none"> <li>▪ Three-letter abbreviations for months has been added corresponding with Month 1 as the first month of partnership activity</li> <li>▪ Each activity has corresponding month(s) filled with Xs</li> </ul>
Lead Persons	<ul style="list-style-type: none"> <li>▪ Each activity has a lead person with position and agency denoted</li> </ul>
<b>Comments:</b>	

### SECTION 4: PLANNED EXCHANGE TRIPS

Workplan Section	Essential Components
Exchange Trips	<ul style="list-style-type: none"> <li>▪ All trips are listed in either direction during workplan timeframe</li> <li>▪ Each trip designates the origin and destination</li> <li>▪ The anticipated month/year of each trip</li> <li>▪ The purpose of the trip is clearly explained</li> <li>▪ Each trip references the specific objective to which it will contribute</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Number of travelers, their occupation, and their role in the trip</li> <li>▪ The total number of trips and travelers is realistic within budget parameters and sufficient to help achieve workplan objectives</li> </ul>
<b>Comments:</b>	

## SECTION 5: PLANNED COLLABORATION WITH OTHERS

Workplan Section	Essential Components
Planned Collaboration	<ul style="list-style-type: none"> <li>▪ A list of other organizations or projects/programs that partners expect to collaborate with, together with a short description of the types of collaborative activities in which the partnership plans to engage with these organizations</li> </ul>
<b>Comments:</b>	

## SECTION 6: INDICATORS, DATA COLLECTION AND REPORTING

Workplan Section	Essential Components
Indicators	<ul style="list-style-type: none"> <li>▪ PEPFAR and non-PEPEFAR indicators</li> <li>▪ Each key activity has an indicator (e.g., if there will be training, and indicator for “# of people trained”</li> <li>▪ Indicators are reliable, valid and specific</li> </ul>
Activity Number	<ul style="list-style-type: none"> <li>▪ The activity number(s) to which the indicator refers</li> </ul>
Target	<ul style="list-style-type: none"> <li>▪ The expected value of the indicator</li> <li>▪ The expected value is realistic for the given time period</li> </ul>
Target Date	<ul style="list-style-type: none"> <li>▪ Month and year when the target is to be achieved</li> </ul>
Data Disaggregating	<ul style="list-style-type: none"> <li>▪ If applicable, the categories for disaggregating</li> </ul>
Data source/collection tool	<ul style="list-style-type: none"> <li>▪ The primary data collection tool</li> </ul>
Responsible Party/agency	<ul style="list-style-type: none"> <li>▪ The person and partner organization responsible for data collection for the indicator</li> </ul>
Coordination of Data Collection	<ul style="list-style-type: none"> <li>▪ Description of the mechanisms that the partner organizations will put in place to collect data on indicators and to share results</li> </ul>
Reporting to the TC	<ul style="list-style-type: none"> <li>▪ The partner organization that will report to the TC</li> </ul>
<b>Comments:</b>	

**SECTION 7: SUSTAINABILITY**

<b>Workplan Section</b>	<b>Essential Components</b>
Sustainability	<ul style="list-style-type: none"><li>▪ Sustainable strategies for the achievement of partnership goals and objectives</li><li>▪ Strategies address organizational sustainability, financial sustainability, and sustainability of services</li><li>▪ Indication of how partner organizations plan to implement strategies</li></ul>
<b>Comments:</b>	

**SECTION 8: CONTACT INFORMATION OF KEY PERSONNEL**

<b>Workplan Section</b>	<b>Essential Components</b>
Contact information	<ul style="list-style-type: none"><li>▪ Names and contact information of the designated project coordinators and other key staff who will contribute to partnership</li><li>▪ Contact information for both partner organizations</li></ul>
<b>Comments:</b>	