Onboarding Session # 4

Feed the Future Innovation Lab for Livestock Systems

Week 0	Week 1	Week 2	Weeks 3-6	Later

Prepare:

- Read Attachment 2
- Take Canvas course on Ethical Clearances

Participate (or watch recording):

1. Meet the team
2. Learn about financial reporting
3. Get started in Piestar

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4. **Learn how to prepare or finalize the:**
   - Work plan (WP)
   - Open Data Plan (ODP)
   - Results Framework (RF)
   - Environmental Monitoring & Mitigation Plan (EMMP)

5. Development of Local Capacity Development (LCD) Plan

Go deeper into:

6. Piestar indicator and technical reporting
7. Communications guidance

Submit (through Piestar):

By end of week 6
ODP, WP, RF, EMMP, LCD plan, Ethics course certificate

Today

PROJECT WORKPLANS

Feed the Future Innovation Lab for Livestock Systems

presented by Andrea Bohn

PURPOSE & TARGET AUDIENCE

Objective:

- Understand why workplans are helpful

- Understand how the ME uses your project workplans

- Get ready to submit the updated Life of Project workplan within 6 weeks of execution of the subaward agreement

Target audience:

- Principal Investigator

Also appropriate for:

Co-Principal Investigators
Support Staff

THE WORKPLAN …

- Is a critical tool for effective project management

- Brings structure to potential chaos

- Provides role clarity

- Helps all team members stay on track and focused on achieving results

- Facilitates internal and external monitoring of progress

FISCAL VS. CALENDAR YEAR

Work plans and reporting are based on the **federal Fiscal Year (FY)** used by U.S. governmental agencies, including USAID, and thus also by projects funded by USAID.

The FY spans from October 1 to September 30 of the following year.

Quarter 1 = October, November, December
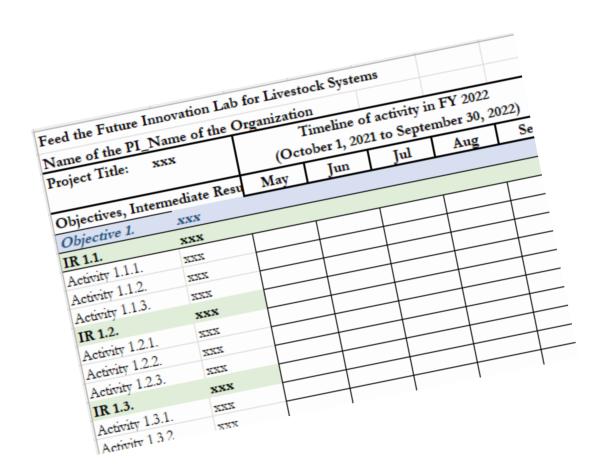Quarter 2 = January, February, March
Quarter 3 = April, May, June
Quarter 4 = July, August, September

WHAT YOU NEED TO SUBMIT BY WHEN

First version was part of your proposal; updates were made during the feedback and revision process

1. **Updated life-of-project version** is due within 6 weeks of subaward execution (→ *submit via Piestar*)

2. **Annual workplan (by month) for next fiscal year is due every August 15** (→ *submit via Piestar*)

1. **Update the life-of-project workplan** (18 months for Focus, 36 months for Reach projects)

Project Title: xxx	Timeline of activity in FY 2022 (October 1, 2021 to September 30, 2022)					Timeline of activity in FY 2023 (October 1, 2022 to September 30, 2023)				Timeline of activity in FY 2024 (October 1, 2023 to September 30,				Timeline of activity in FY 2025 (October 1, 2024 to September 30,			Location of Activity[1]	Person responsible
Objectives, Intermediate Resu	May	Jun	Jul	Aug	Sep	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3		
Objective 1. xxx																		
IR 1.1. xxx																		
Activity 1.1.1. xxx																		
Activity 1.1.2. xxx																		
Activity 1.1.3. xxx																		
IR 1.2. xxx																		
Activity 1.2.1. xxx																		

2. Submit annual workplan for next fiscal year – convert quarters to months

Project Title: xxx	Timeline of activity in FY 2022 (October 1, 2021 to September 30, 2022)					Timeline of activity in FY 2023 (October 1, 2022 to September 30, 2023)											Time (October
Objectives, Intermediate Resu	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Q1
Objective 1. xxx																		
IR 1.1. xxx																		
Activity 1.1.1. xxx																		
Activity 1.1.2. xxx																		
Activity 1.1.3. xxx																		
IR 1.2. xxx																		

1. UPDATE THE <u>LIFE OF PROJECT</u> WORKPLAN

1. Start with the latest version you had shared with LSIL ME

2. Adjust the plan so it starts with month that subaward was fully executed
   - Account for seasonality of activities
   - Consider going ahead and converting the 4 quarters for FY 2023 into 12 months

3. Submit finalized plan through Piestar *(within 6 weeks of subaward execution)*

2. UPDATE THE WORKPLAN ANNUALLY

- We recommend that during July, research teams review the month-by-month plans for the next FY

- Take advantage of involving the country coordinators in this planning

- **Submit finalized plan through Piestar by August 15**

→ LSIL ME collates all workplans and submits to USAID by August 30

FEED_{THE}FUTURE
The U.S. Government's Global Hunger & Food Security Initiative

WORKPLAN MODULE IN PIESTAR

Workplans

The purpose of this module is to facilitate the review of your project's annual workplans. Please base the workplan on the ex...

You will need to review and revise this plan annually. If notable changes have been made to this plan, please explain the ratio...

Note that workplans are based on the U.S. federal Fiscal Year (FY) which spans from October 1 to September 30.

Please upload your workplan following two important timeframes:

- Within six weeks of subaward execution.
- By August 15 of each year your project is active.

Workplan

Please upload the workplan as an excel file based on the file used during the proposal refinement phase.

+ Upload File

Workplan Changes

Use the text box to describe notable changes to your workplan, if applicable. **P**lease explain why changes were necessary.

What goes here?

UPDATE & PROVIDE MORE DETAIL – BUT DO NOT CHANGE OBJECTIVES AND SCOPE

Attachment # 2 states:

- "Workplans shall not change such scope and objectives or any other terms and conditions of the Subaward in any way."

If you need to diverge from your plans while staying within the scope, provide an explanation in the text box in Piestar.

If you foresee a need to change the scope, contact us immediately.

ANY QUESTIONS

OR

COMMENTS

SO FAR?

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Next

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