

KOICA

Korea International Cooperation Agency

AP Template

Action Plan

Global ICT Convergence Master Course Post-Management Training

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Name of the Participant

Name of the Participant

Name of the Participant

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Questions for Action Plan (example)

- (1) Group A: **How to enhance government officers' professionalism, expertise, and capabilities associated with your national project**
- (2) Group B: **What kind of leadership program should be provided for high level policy makers and senior officials to implement your national project effectively and efficiently?**
- (3) Group C: **How can you identify and solve various problems or challenges related to current situation of your national project**
- (4) Group D: **How can you cooperate with stakeholders or MDB to procure the necessary budgets or contract a project from KOICA, JICA, etc.**

Contents

Background and Purpose

Current Status and Issues

Improvement Strategy

Specific Action Plan

Expected Results

Background and Purpose

• Background

※ Describe why you have chosen this topic:


- ✓
- ✓
- ✓

• Purpose

※ Describe the topic's significance and purpose:

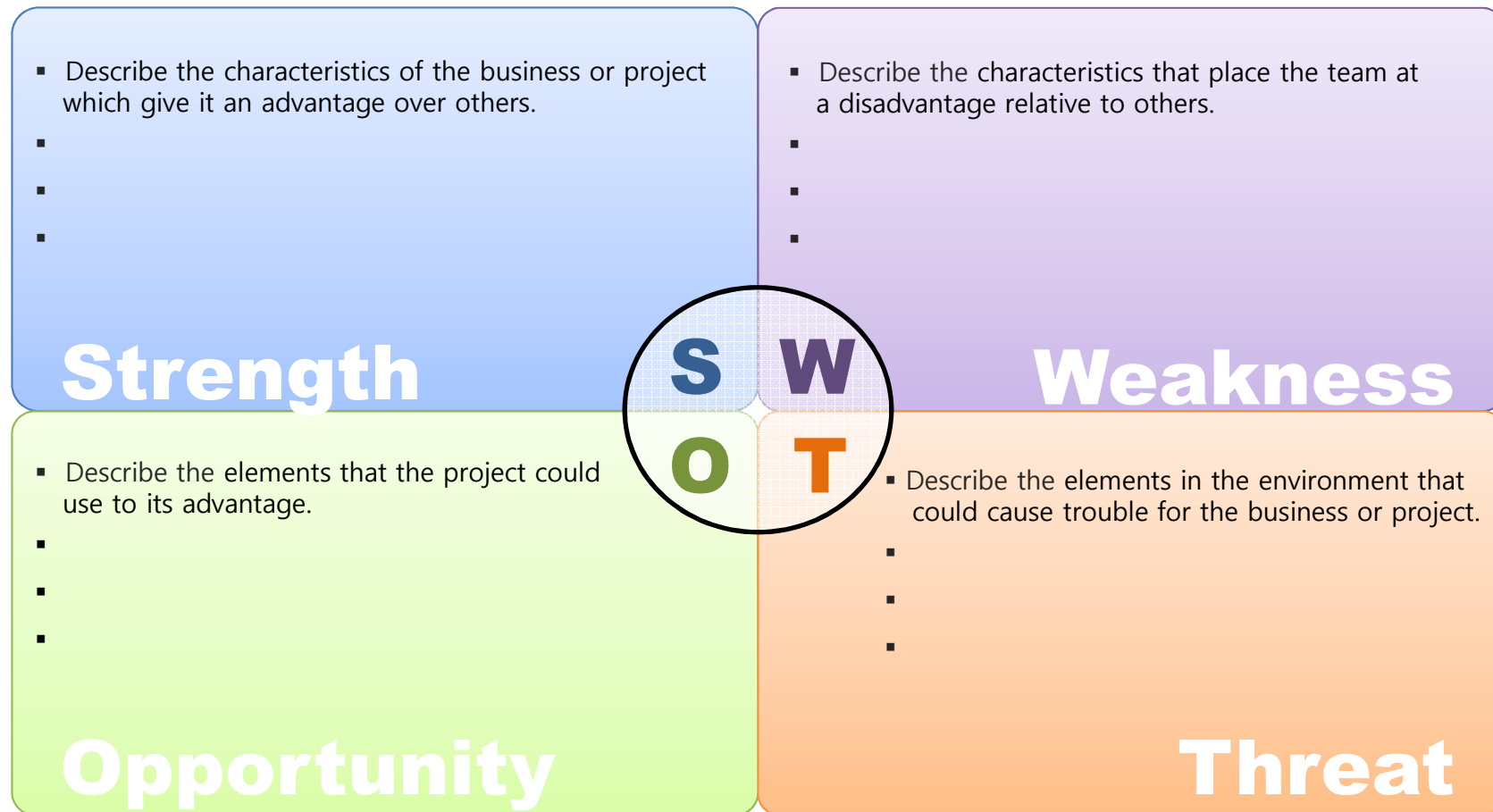
- ✓
- ✓
- ✓

Current Status and Issues



- ※ Identify the current problems and issues of your part of the ministry or the government
- ※ Describe the problems of the existing enforcement policies
- ※ Do not provide general information about your country (e.g., population, location, map, etc.)

Current Status and Issues – SWOT Analysis



Current Status and Issues – Gap Analysis

Proposed Overall Goals (Objectives)

To Be

↑

A

B

C

D

As Is

↑

A

B

C

D

Proposed Purpose

A

B

C

D

Improvement Strategy

- **Improvement Strategy**

- Describe how do you want to improve current status of your country and what you will do to solve issues of your country or government.
- Develop strategies that promote cooperation with senior officers and connection with subordinate officers within the department.
- Improve your current duties and present the methods to combine them with other duties.

Specific Action Plan

• Specific Action Plan

- ✓ Describe and formulate the new policies to solve the current status and problems.
- ✓ Illustrate the objectives and main goals to be applied to your home country using the cases and knowledge obtained from the training courses in Korea.
- ✓ Do not be too general or abstract in this process.
- ✓ Be concrete in describing the results that may appear to set the direction of the specified period and the commitment of resources.
- ✓ Describe specific plans about how and what you will pursue to accomplish your goals

Specific Action Plan

- **The steps to achieve your goals**

STEP 1	<ul style="list-style-type: none">• Describe the process of your plan in 3~4 steps•
STEP 2	<ul style="list-style-type: none">••
STEP 3	<ul style="list-style-type: none">••

Outline of the Action Plan

- **Implementing Organization**

- Name of the organization: _____
- Nature or type of the organization: _____
- Major functions of the organization:

- **Duration of the Project : (0) Year(s)**

- Date of commencement: _____
- Date of completion: _____

Action Plan Time Table

• **Duration: (0) Year(s), First Year Work Plan: 2013**

No	Item	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Fund US\$
1	Action Plan presentation													
2	Report and dissemination													
3	Feedback from stakeholders													
4	Institutional reform, administrative approval													
5	Workshop to framework of activities													
6	Training for all concerns													
7														
8														
9														
10														

Action Plan – Duration (Example)

- **Duration : (0) Year(s), Second Year Work Plan: 2014**

No	Item	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Fund US\$
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														

Outline of the Action Plan–Budget (if needed)

- ※ Fill in the necessary budget and manpower if needed
- ※ Fill in the plan for cooperation between institutions

✓

✓

✓

Expected Results – Outputs/Outcomes

- **Economic Effects**



Describe the expected economic effects of the proposal.

- **Technical Effects**



Describe the expected technical effects of the proposal.

- **Social and Environmental Effects**



Describe the expected social and environmental effects of the proposal.

(Challenges and Solutions)

• Challenges and Risks

- ✓
- ✓
- ✓
- ✓
- ✓

Explain the expected problems and risks that may result from this proposal.

• Solutions

- ✓
- ✓
- ✓
- ✓
- ✓

Illustrate how you would manage and provide solutions for the problems and risks.



Thank you!