## Handout 11.4: Detailed EGRA Work Plan Example

| Key Activities | Subtasks | Staff involved | Month 1 | | | | Month 2 | | | | Month 3 | | | | Month 4 | | | | Month 5 | | | | Month 6 | | | | Month 7 | | | | Month 8 | | | | Month 9 | | | | Month 10 | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| **Holidays/events** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Country holidays - offices closed | | | | | | | | | | | | | 18-21 | | 1 | | | 29 | | | | | | | | | | 7 | | | | | 14 | | | | | | | | | |
| US Holidays | | | 1 | | | | 1 | | | | | | | | | | | 30 | | | | | 4 | | | | | | | | | | | | | 12 | | | | | 3 | |
| School not in session | | | | | | | | | | | | | | | | | | | | | | | x | x | x | x | | | | | | | | | | | | | | | | |
| Rainy season | | | | | | | | | | | | | | | x | x | x | x | x | x | x | x | | | | | | | | | | | | | | | | | | | | |
| **Identify purpose, research questions** | Consult with relevant stakeholders regarding purpose, needs, feasibility | Project Manager, donor, country stakeholders (i.e., MOE) | x | x | x | x | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Consult with education authorities regarding EGRA activities** | Prepare informational packets, make presentations | Subcontractor/local project staff, Project Manager | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x |
| **Identify, on-board team** | Develop SOWs for consultant(s) and subcontractor(s), as applicable; identify individual team members (i.e., statisticans) | Project Manager, contracts specialist | x | x | x | x | x | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Orient subcontractor/in-country project staff to EGRA activities** | Prepare packet of materials to orient them to EGRA (previous instru-ments, timeline, etc.) | Subcontractor/local staff, project manager | | | | | | x | x | x | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Identify sampling frame and select schools** | Acquire school list from MOE | Project Manager, sampling expert, statistician, MOE, subcontractor/local staff | | | | | | | | | x | x | x | x | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Procure equipment** | Inventory material already available, procure all additional materials needed | Relevant project staff | | | | | | | | | x | x | x | x | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Prepare for instrument adaptation workshop** | Recruit and hire local reading/language expert consultants; analyze apropriate books; prepare draft instruments; determine workshop logistics | Project Manager, subcontractor/local project staff | | | | | | | | x | x | x | x | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Conduct instrument adaptation workshop** | Create EGRA instrument | Project manager; reading/language expert; subcontractor; local stakeholders | | | | | | | | | | | | x | x | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Obtain MOE approval of instrument** | Identify departments/people who must approve | Selected contractor or local staff to update; others to share with state partners, national government | | | | | | | | | | | | | | x | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Put draft instrument into e-data capture system** | Render and convert paper EGRA instrument into e-data capture system; have EGRA team members check for accuracy of instruments and functionality | E-data capture specialists | | | | | | | | | | | | | | x | x | x | | | | | | | | | | | | | | | | | | | | | | | | |
| **Recruit data collectors** | Identify criteria for participation, identify potential data collectors | Subcontractor; Project Manager oversight | | | | | | | | | | | | x | x | x | x | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Organize data collector training logistics** | Transfer equipment to subcontractor; provide guidance to subcontractor on logistics; help subcontractor prepare tablets | Subcontractor, inputs from project manager | | | | | | | | | | | | | | | x | x | x | x | | | | | | | | | | | | | | | | | | | | | | |
| **Conduct data collector training** | Organize all training logistics, materials and equipment; lead 5 day training + 1 day for supervisors | Subcontractor with local reading/language expert(s); e-data capture staff | | | | | | | | | | | | | | | | | | | x | x | | | | | | | | | | | | | | | | | | | | |
| **Develop data analysis plan** | Develop plan specific to research questions, purpose | Project Manager, statistician, reading specialist | | | | | | | | | | | | | | | | | x | x | x | x | | | | | | | | | | | | | | | | | | | | |
| **Pilot instruments** | Organize all pilot logistics | Subcontractor with local | | | | | | | | | | | | | | | | | | | | | x | | | | | | | | | | | | | | | | | | | |

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| | | | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| **Review pilot data and revise instruments, as necessary** | Analyze pilot study results and make adjustments to paper and e-EGRA instrument | Statistician, psychometrician, project manager, reading / language expert; e-data capture staff | | | | | | | | | | | | | | | | | | | | | | x | x | x | | | | | | | | | | | | | | | | |
| **Prepare for data collection** | Organize all logistics | Subcontractdor/local staff, with Projecdt manager supervision | | | | | | | | | | | | | | | | | | | | | x | x | x | x | | | | | | | | | | | | | | | | |
| **Conduct EGRA** | Develop school visit itinerary, organize teams, materials | Subcontractor/local staff; data review oversight: statisticians; project manager supervision; e-data capture staff as needed | | | | | | | | | | | | | | | | | | | | | | | | | x | x | | | | | | | | | | | | | | |
| **Conduct data processing, analysis** | Develop plan for data processing | Statistician team; project manager and subcontractor as needed | | | | | | | | | | | | | | | | | | | | | | | | | | | x | x | x | x | | | | | | | | | | |
| **Write reports and briefs** | Identify report-writing team, assign responsibilities, review data analysis plan | Statisticians, with reading/language expert; project manager | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | x | x | x | x | x | | | | | | |
| **Submit/approve final reports** | | Donor, country partners | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | x | x | | | | |
| **Conduct results dissemination and dialogue events** | Organize logistics, prepare content | Subcontractor/local staff organize; reading/language experts and Project Manager organize results; state partners and | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | x | x | x | x |