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Doing + evaluating + stakeholder management = The AgResearch Activity Plan

Why use the plan?

- To get a team working together with a common purpose.
- To motivate to purposeful action.
- To help ensure successful outputs and outcomes.

What does the plan do?

- Brings together all previous planning around the activity.
- Encourages fresh thinking about what needs to happen and who needs to be involved.
- Helps plan going forward to motivate action.
- Ensures data collection for evaluation is considered.

Who uses the plan?

- Project teams (with evaluators or evaluation champions).

When to use the plan?

- When there is a need to draw together all previous planning to make an activity occur/happen:
 - when team work needs to be encouraged
 - when proactiveness needs motivation
 - when engaging key stakeholders in planning process.
- Note: the activity plan does not have to be done for all outputs in a project. It can be focused towards set activities.

Testimonials

Sustainable Land
Management
Programme
Developer
(Dairy Industry)

"Not only is an activity plan a great way of organising a project and setting achievable outcomes, it is an enjoyable and inclusive way of working together and forming a direction as a team."

Science Impact Leader,
Adoption and Practice
Change, AgResearch

"The 2-page activity plan is something that can be adapted for other uses. For example, I used it successfully in a workshop where the focus was on the use of tools to aid farmer decision making."

"The questions were structured around what success of the tool would look like in respect to farmer decision making, how success would be measured, and then how that information would be used."

"Each group had the completed 'plan' to take away with them from the workshop."

Scientist,
Peat farming
project,
AgResearch

"We used the plan to think through running farm field days to share our study results with other farmers."

"The Plan brought us together in our thinking as a group. We talked about what we were going to do and how. It was good to think through who needed to be involved, and how we would know if we achieved what we wanted to with the field day."

Activity planning tool

Linking planning & action for results



PROJECT NAME: _____

OUTPUT/ACTIVITY

What are we going to do/produce?
(Activities/Resources/Publications etc.)

When are we going to do this?

OUTCOME/S

Which outcome/s
does this activity relate to?
(Refer to the projects program logic)

KEY AUDIENCE

Who do we want/need to
participate?

KEY MESSAGES

What are the key messages
that by doing this
output/activity,
we want to get across?

SUCCESS

What would success look like?
(Refer to your evaluation planning document)

How will we show we have been successful?
(Refer to your evaluation planning document)

KEY COMMUNICATIONS

How will we get the message out there
about this output/activity?

KEY RESOURCES

What are the key resources that we will need
to undertake this output/activity?

RISKS & UNCERTAINTIES

What risks might arise from undertaking this output/activity?
Are there any uncertainties involved?

WHO ARE THE KEY STAKEHOLDERS
THAT WE NEED TO HAVE
INVOLVED TO UNDERTAKE
THIS OUTPUT/ACTIVITY?
(Also refer to the projects impact planning document)

Who needs to be
contacted/involved
/included/invited?

When or how should they
be contacted/involved
/included/invited?

WHO ARE THE KEY STAKEHOLDERS
THAT WE NEED
TO FOLLOW UP WITH AFTER
THIS OUTPUT/ACTIVITY?
(Also refer to the projects impact planning document)

Who needs to be
contacted/involved
/included/invited?

When or how should they
be contacted/involved
/included/invited?

Add any other comments:

Activity Plan can be found at
<http://beyondresults.co.nz>

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