**Promoting and Implementing Sanitation Safety Planning** SSP roll-out Action Plan 2024

Country

Name of the Regulator

Place and Date

|  |
| --- |
| All these grey boxes are only explanations; the participant should erase them after writing the content of each section. |

Your contact details

Author 1:

Name and Surname

Position within the regulator

Email

Author 2:

Name and Surname

Position within the regulator

Email

Author 3:

Name and Surname

Position within the regulator

Email

# Action Plan

## Our aim and objectives

|  |
| --- |
| In the following lines, you will design your SSP rollout intervention for the next 12 months (January – December YEAR). Remember the following definitions* Aim: this is a statement of intent, usually written in broad terms (e.g., the greater why). This is the long-term goal that this particular intervention, together with other interventions, contributes to its achievements. (This responds to the question: **why are we rolling out SSP in our country?**)
* Objectives: these indicate the short- or medium-term effects expected from the intervention. These are the desired results of the project, written as specific statements that define measurable outcomes. Objectives must be SMART: specific, measurable, achievable, relevant and time-bound. (This responds to the question: **what do we plan to achieve in the next 12 months?**)

*In the space below, indicate the aim and objectives of your SSP rollout intervention.* |

The aim of our SSP rollout intervention is [Write here]

The objectives of our SSP action plan of the next 12 months are:

1. [Write here objective 1]

2. [Write here objective 2]

3. [Write here objective 3]

## Our work plan

|  |
| --- |
| A work plan indicates the activities that will be carried out to achieve the proposed objectives. Activities are defined using an action verb in a present tense, for instance: design, draw up, search, construct, organize, train, etc. To facilitate the management of the intervention, you should group the activities in “Work Packages”. A work package is a group of related tasks, which is often considered as a sub-project within a larger project. Usually, work packages are determined by the objectives. They could be for instance: Promotion of SSP at the national level, Training of Water Utilities, Pilot Project with Utility X, Internal Capacity Building Program, etc. (Our work plan responds to the question: **what will we do to achieve our objectives?**)In the space below, describe all activities to be performed in the next 12 months for each objective (e.g., arranged in work packages).  |

**WP1**: [Write here the title of the work package]

Objective of WP1: [Copy-paste here the objective from section 3.1]

Description: [Describe what you will do, by when and who will do it]

**WP2:** [Write here the title of the work package]

Objective of WP2: [Copy-paste here the objective from section 3.1]

Description: [Describe what you will do, by when and who will do it]

**WP3:** [Write here the title of the work package]

Objective of WP3: [Copy-paste here the objective from section 3.1]

Description: [Describe what you will do, by when and who will do it]

## Our Gantt Chart of the next 12 months (January to December 2024)

|  |
| --- |
| A Gantt Chart is a project management tool used to show all activities displayed against time. It is a graphical depiction of a project schedule showing when an activity starts and ends. In the following table, write down the key activities for each work package and indicate with “X” the duration of the activities in the given months of 2024.  |

|  |  |
| --- | --- |
| Work package / | 2024 |
| Key activity | J | F | M | A | M | J | J | A | S | O | N | D |
| Work package 1: |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Work package 2: |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Work package 3: |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |