**3 Validation Work Plan**

*These are the main components you may need to consider when developing a detailed work plan for a validation activity:*

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| Validation Work plan – by project phase |
|  | **Set-up** | **Operations** |
| **Client** | Appoint single point of contact to with responsibility for validationOrder and delivery of equipment/software (if applicable) with correct specification for countries, and instructions for set-up in schools (language as agreed). | Conduct training(s) (as relevant)Monitor validation (as agreed)Project meetings, reports, sign-off and payments (as agreed) |
| **Schools/ teachers** | Agree selection criteria and selection processAppoint National Coordinators (as relevant)Publicise call for participation, details and timescalesSelect schools/teachersSend joining instructions and project support documentation | Issue instructions for validation (as appropriate):* + delivery of equipment/software
	+ installation guidelines
	+ training in equipment/software
	+ training in validation requirements
	+ conducting validation, feedback requirements
	+ communications through validation
	+ final feedback
	+ return of equipment/ software (as relevant)
	+ honorarium payments (as relevant)
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| **Project Support** | Appoint project team, confirm budget, timescales and deliverables, publish project planSet-up infrastructure for project and communicationsDiary key meetings with project team, schools/teachers, clientIssue and manage contracts (as relevant)Financial and legal advice and set-up | Project meetings: internal team, client, national coordinatorsEvent management of training workshops, summer school (as relevant)Publish on-going communicationsMonitor and review validation feedback, observations (as relevant)Publish deliverables as agreedAppoint independent evaluator (as relevant)Management of contracts and budgets |