**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 validation  Order 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 process  Appoint National Coordinators (as relevant)  Publicise call for participation, details and timescales  Select schools/teachers  Send 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) |
| **Project Support** | Appoint project team, confirm budget, timescales and deliverables, publish project plan  Set-up infrastructure for project and communications  Diary key meetings with project team, schools/teachers, client  Issue and manage contracts (as relevant)  Financial and legal advice and set-up | Project meetings: internal team, client, national coordinators  Event management of training workshops, summer school (as relevant)  Publish on-going communications  Monitor and review validation feedback, observations (as relevant)  Publish deliverables as agreed  Appoint independent evaluator (as relevant)  Management of contracts and budgets |