

Planning

De-centralized Planning

Need for planning

- What is planning?
- Desired approach for planning

Steps in Planning: 'Planning Cycle'

- Situation analysis
- Formulation of 'Objective' or desired result
- Plan of action and work plan for implementation
- Activity Planning

Planning Document

Learning Objective

Prepare an Annual Action Plan for the area covered
by the Primary Health Center

What is Planning

Step-by-step account of the activities, to be undertaken, to achieve desired results/objectives.

Planning is to predict the future:
Where do we want to go?.

Why Planning ?

- Provides direction
- Links objectives with actions
- Condition for resource allocation
- Condition for proper monitoring & evaluation

Desired Approach for planning

From activity based

to

Objective based Planning

X no. of staff trained

Staff performance improved

X no. of supervision visits paid

Quality of services improved

X no. of MDT drug procured

Drugs available for the patients

Starting Planning

We should be clear of our Objective based result, i. e

- What do we want to achieve? Or
- Where do we want to go?

Planning Cycle

- a) Situation analysis,
- b) Objectives

Where are we now?

Where do we want to be?

f) Evaluation

Are we there?

c) Strategy/Plan of action

How do we go there?

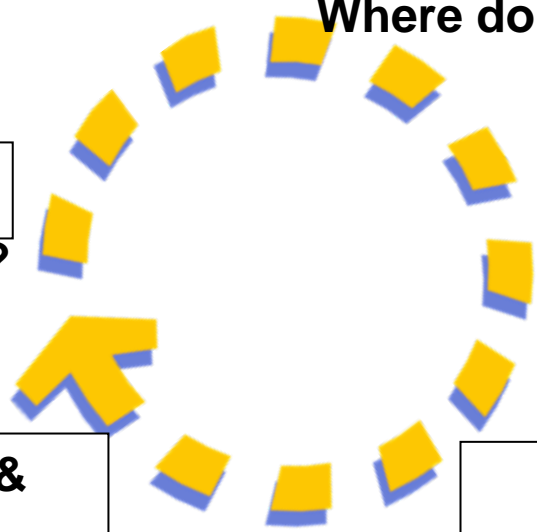
What do we do to get there?

d) Work Plan for implementation

What do we need?

e) Monitoring & supervision

Whether all is going well as planned?



Situational Analysis

- Geographical information.
- Socio-economic situation
- Cultural aspect
- Magnitude of health problems –
 Analyzing Indicators
 Review Reports (evaluation) & Records
- SWOT Analysis
- Cause and effect tree

SWOT Analysis

- **Strengths:**
Resources & capabilities available within the programme
- **Weakness:**
Problems within the programme
- **Opportunities:**
External factors that can be helpful for the programme
- **Threats:**
Factors not in the control of the programme and may affect the system adversely

Formulation of Objective:

- **Specific:**
Improve awareness about S/S of leprosy
- **Measurable:**
Reduce grade 2 disability from 5% to 2%
- **Achievable & Acceptable:**
Not over enthusiastic
- **Relevant & Realistic:**
Relevant to prog – Achieving 90% cure rate
- **Time frame:**
By end of current financial year

Measure whether Objective is achieved/ Not?

- Objective: Improve DPMR services
- Measured by: Objectively Verifiable Indicators (OVIs).

Indicator is a tool that measures change.

Plan of action and work plan for implementation:

Objective: ‘improved DPMR services’,

A number of activities have to be planned: like

- Procurement of operational guidelines
- Training of trainers (ToT),
- Training of MOs,
- Training of PHCs staff in DPMR & counseling,
- Mobilization of disabled & their disability assessment,
- Procurement of materials e.g. Prednisolone, foot wear,
- Developing self care group, RCS & post operative case etc.

Activity planning

| | |
|-----------------------|---|
| Activity | Training of HWs |
| Duration & Date | 1 day, 15th April |
| Responsible person(s) | MO I/C PHC |
| Required items | Venue, travel, learning material, Black Bord/OHP, Stationery etc. |
| Budget | Explained in separate table |
| Funding resource | District Health Society (Leprosy) |

The Final/Complete plan of action can be put in a tabular form, as under: an example Action Plan Table

| Objective: DPMR Services improved | | | | | | | |
|-----------------------------------|------------------------------|-------------------|--------------------------------------|------------------------------------|-------------------------|-------------------------|---------|
| Activities | | Responsible Staff | Duration & date | Items required | Budget details in annex | Funding source | Remarks |
| 1 | Training of health workers | Medical Officer | 1 day 15 th April | Travel, per diem, Stationery etc.. | Rs. 10850/- | District health Society | |
| 2 | Training of Anganwari worker | ----- | ----- | ----- | ----- | ----- | |
| 3 | Procurement of Prednisolone | ----- | ----- | ----- | ----- | ----- | |

To be clear as to which activity will be planned in which month, it is always helpful to prepare a activity Schedule which can be put in the form of Gantt chart, (which is given in the next page)

Budget calculation can be done as under: *rate given are arbitrary, should be used according to state / GOI. Norms*

| Activities | Items required | Budget calculation with example | Total |
|--------------------------------|------------------------------------|---|--------------|
| 1.Training of Health Workers | Venue | Rs. 500 / per day | 500.00 |
| | Travel (to & fro) for trainers | Rs. 100 (fare) x 2 (to & fro) x 2 in number | 400.00 |
| | Travel (to & fro) for Participants | Rs. 60 (fare) x 2 (to & fro) x 30 in number | 3600.00 |
| | Per diem/D.A. for trainers | Rs. 200 (Per Diem of 1 day) x 1 day x 2 persons | 400.00 |
| | Per diem/D.A. for participants | Rs. 75 (Per Diem of 1 day) x 1Day x 30 persons | 2250.00 |
| | Lunch/tea | Rs. 50 x 1 day x 40 Persons | 2000.00 |
| | Stationery & Misc. | Rs. 50 x 30 persons | 1,5 00.00 |
| | | | Total |
| 2.Training of Anganwari worker | | | |
| 3.Procurement of Prednisolone | | | |
| 4. etc. | | | |

Activity Schedule (Gantt chart)

| Act. No | Activities | April 08 | May 08 | June 08 | July 08 | Aug 08 | Sep 08 | Oct 08 | Nov 08 | Dec 08 | Jan 08 | Feb 08 | March 08 |
|---------|------------------------------|----------|--------|---------|---------|--------|--------|--------|--------|--------|--------|--------|----------|
| 1 | Training of Health Workers | - | - | - | - | - | - | - | - | | - | - | - |
| 2 | Training of Anganwari worker | - | - | - | - | - | - | - | - | - | - | - | - |
| 3 | Procurement of Prednisolone | - | - | - | - | - | - | - | - | - | | - | |
| 4 | Etc | | | | | | | | | | | | |

Gantt chart helps us in distributing the activities to be carried out month wise. This also helps us in keeping the track of the activities (monitoring). While preparing the plan, we can also get an idea whether many or few activities are to be planned in one month. If we see that many activities are entered in a particular month, we can re-adjust and space our activities accordingly.

Results / Objectives

e.g.

Awareness about treatment & disease increased

Supervision system improved

Program management improved

DPMR services improved

etc.....

Indicators for DPMR services

e.g.

- Proportion of cases developed New Disability
- Proportion of cases (at risk of developing disability) monitored through nerve function assessment (All 100% of new cases (measurable) at risk of developing disability (specific) are monitored by VMT/ST.
- Proportion of identified cases of lepra reaction / neuritis provided full course of Prednisolone regimen (increased to 100%).
- etc.....

Thanks !!!