Example of a completed work plan for a policy brief in Zambia

*Please note that the primary person responsible is the name indicated first

Task	Who is responsible	Target date	Comments
Agree on team to prepare policy brief and on authorship policy	Mrs Alice Hazemba; Mrs Chanda; Dr Nambao and Ms Nkunda Vundamina	7 Jun 2011	RAG needs to meet at earliest opportunity to finalise
Problem description and diagnosis			
Outline of the problem and information needs	Ms Nkunda Vundamina and Mrs Chanda	7 Jun 2011	
Identification and appraisal of evidence and other information	Dr Nambao (local evidence) Mrs Chanda and Ms Nkunda Vundamina	7 Jun 2011	
First draft describing the problem	Ms Nkunda Vundamina and Mrs Chanda, Mrs Hazemba and Dr Nambao	7 Jun 2011	
Internal review and revision of the problem description	Dr Lonia Mwape	15 Jun 2011	
Policy options			
Identification of potential programmes or services and health system arrangements to address the problem and information needs (particularly systematic reviews)	Mrs Chanda, Mrs Hazemba, Dr Nambao and Ms Nkunda Vundamina	7 Jun 2011	Clarify what the 3 options are
Identification and appraisal of evidence and other information	Dr Nambao (local evidence) Mrs Chanda and Ms Nkunda Vundamina	15 Jun 2011	

Task	Who is responsible	Target date	Comments	
 Agreement on policy options (single elements or bundles of relevant programmes or services and health systems arrangements) 	Ms Nkunda Vundamina	20 Jun 2011	Meet all members to discuss all options	
First draft describing policy options	Mrs Hazemba, Mrs Chanda, Dr Nambao and Ms Nkunda Vundamina	20 Jun 2011		
Internal review and revision of policy options	Dr Lonia Mwape	27 Jun 2011		
Implementation strategies	Implementation strategies			
Identification of barriers to implementing policy options, strategies to address these barriers, and information needs (particularly systematic reviews)	Mrs Chanda, Dr Nambao and Ms Nkunda Vundamina (with assistance from Mrs Hazemba)	30 Jun 2011	All members need to meet to identify external reviewers – consult Dr Andy Oxman	
Identification and appraisal of evidence and other information	Dr Nambao (local evidence)Mrs Chanda and Nkunda	30 Jun 2011		
First draft describing the implementation strategies	Mrs Chanda, Dr Nambao and Ms Nkunda Vundamina (with assistance from Mrs Hazemba)	30 Jun 2011		
Internal review and revision of the implementation strategies	Dr Lonia Mwape	8 Jul 2011		

Completion of the full policy brief			
Draft title, cover page, key messages, executive summary, references, description of methods, acknowledgements (including funders), conflicts of interest	Mrs Hazemba, Mrs Chanda, Dr Nambao and Ms Nkunda Vundamina	15 Jul 2011	Mrs Hazemba should be able to send the policy brief to the external reviewer during the week of 15 Jul 2011
External review of the draft policy brief	ТВА	2 Aug 2011	
Revision of the full policy brief	Nkunda in consultation with Mrs Chanda, Mrs Hazemba and Dr Nambao	10 Aug 2011	
Policy dialogue, informing and engaging stakeholders			
See Worksheet for planning and running a policy dialogue (Additional resource in Guide 7 on runningpolicy dialogues)			
Agree on team to plan the dialogue	All the RAG members with Dr Kasonde as advisor	7 Jun 2011	
Decide on the objectives of dialogue	Refer to MH		
Decide when dialogue will be held	All the RAG members with Dr Kasonde as advisor	30 Jul 2011	Suggest date for dialogue at the end of Aug
See Worksheet for planning how to inform and engage stakeholders (Additional resource inGuide 8: Informing and engaging stakeholders)			Send policy brief to all stakeholders by 12 Aug 2011 (2 weeks before dialogue)

 Agree on team to plan and monitor efforts to inform and engage stakeholders 	Ms Nkunda Vundamina, Mrs Hazemba, Mrs Chanda and Dr Nambao	30 Jul 2011	
Decide which key stakeholders should be informed and engaged in preparing and using policy brief	Mrs Hazemba, Ms Nkunda Vundamina, Mrs Chanda and Dr Nambao	30 Jul 2011	
Identify ways in which the context may affect how key stakeholders should be informed and engaged	Mrs Hazemba, Ms Nkunda Vundamina, Mrs Chanda and Dr Nambao	7 Jun 2011	 The focus of the brief is maternal mortality NOT misoprostol Involve Ministry of Health in inviting participants
 Decide how to engage key stakeholders in preparing and using policy brief 	Mrs Hazemba, Ms Nkunda Vundamina, Mrs Chanda and Dr Nambao	30 Jul 2011	Involve them in selecting priorities
Decide how to evaluate efforts to inform and engage stakeholders	Mrs Hazemba, Ms Nkunda Vundamina, Mrs Chanda and Dr Nambao – in consultation with Dr Mwape	30 Jul 2011	Evaluation questionnaire of the policy brief
Complete a plan for informing and engaging stakeholders, including who is responsible, and target dates for key activities and plans for monitoring and reassessing plan	Mrs Hazemba, Ms Nkunda Vundamina, Mrs Chanda and Dr Nambao – in consultation with Dr Mwape	30 Jul 2011	Media, policy dialogue, other meetings with stakeholders
Follow-up on evaluating efforts to inform and engage stakeholders	Mrs Hazemba, Ms Nkunda Vundamina, Mrs Chanda and Dr Nambao – in consultation with Dr Mwape	End of August 2011	Policy dialogue questionnaire administration

Follow up on evaluating guide	Mrs Hazemba, Ms Nkunda Vundamina, Mrs Chanda and Dr Nambao Mrs Hazemba – in consultation with Dr Mwape	End of August 2011		
Evaluation and publication of policy brief				
Finalise and publish policy brief				
M&E of policy brief	Dr Lonia Mwape			
M&E of policy dialogue	Dr Lonia Mwape			
Evaluations of SURE guides				