



SMILER+ Action Plan Template

Instructions: Complete the template to develop an action plan to finalize the SMILER+ MEAL system and prepare for MEAL system launch.

Note: This table suggests numerous activities; please adapt and add to it as needed for your operating context.

Activity	Responsible person	Key contributors	Timeline	Comments
Session 3: Stakeholder Communication Plan				
Review and finalize stakeholder communication plan				
Develop draft communication materials				
Review and finalize communication materials				
Integrate communication activities into DIP				
<i>Other</i>				
Session 4: Learning Plan				
Review and finalize learning plan (including data visuals)				
Plan for analysis of data (and other information) to answer learning questions				
Integrate learning activities into DIP (including quarterly reflection meetings)				
<i>Other</i>				

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Session 5: Data Flow Map(s)				
Review and finalize data flow map(s)				
Identify data quality control procedures (e.g., data cleaning, validation / spot check, transcription processes)				
Develop data storage and sharing procedures to ensure privacy and confidentiality of personally identifiable information (PII)				
Utilize Privacy Risk Mitigation Tool to identify and minimize risks to PII				
Draft data management plan				
Review and finalize data management plan				
In DIP, plan for de-identification of data and posting of datasets to Gateway				
<i>Other</i>				
Session 6: Feedback, Complaints and Response Mechanism				
Review and finalize FCRM flowchart				
Develop operational guidelines / standard operating procedures for FCRM				
Orient and train CRS and partner staff and volunteers on FCRM				
Communicate the FCRM purpose(s), means of access, and commitment to respond to communities and stakeholders				
Map internal and external referral pathways for feedback and complaints				
Integrate FCRM activities into DIP				
<i>Other</i>				

Activity	Responsible person	Key contributors	Timeline	Comments
Session 7: Data Forms				
Complete draft monitoring and FCRM tools and instructions from outlines				
Review of draft tools and instructions by sector teams				
Review of draft tools and instructions by ICT4D expert				
Create naming convention for forms and data entry				
Define a strategy to protect data collection tools (e.g., encryption or a security protocol)				
Translate data collection tools and instructions				
Field test data collection tools and instructions				
Finalize data collection tools and instructions				
Digitize forms				
Train enumerators on forms (digital/paper)				
Set up database(s) and any automated processing of data collected				
Establish protocols for access and changes to project's document-sharing platform				
Update the project record on Gateway for CRS Global Results reporting				
<i>Other</i>				

Activity	Responsible person	Key contributors	Timeline	Comments
Session 8: Reporting Formats				
Review and finalize draft reporting formats				
Translate draft reporting formats as needed				
Finalize PIRT targets and ensure integration with IPTT				
Review and finalize reporting due dates table				
Integrate reporting steps into DIP				
<i>Other</i>				
Session 9: Enabling Environment				
Review and finalize MEAL support and resources table				
Integrate actions into the DIP to support and resource the MEAL system				
Finalize the SOW for the MEAL working group if applicable				
<i>Other</i>				
Session 10: Action Planning				
Integrate action plan check into DIP				
Create knowledge management platform for MEAL system components				
Share the MEAL system components with partners and other stakeholders				
Develop communications and training materials for MEAL system roll-out				
Plan for six-month review of the MEAL system				
<i>Other</i>				