# SMILER+ Workshop Planning Tool

The purpose of this SMILER+ workshop planning tool is to support project managers (PMs) and chiefs of party (CoPs) to prepare for successful SMILER+ workshops. Some of these planning steps will be completed as part of larger project start-up activities while others should be completed in collaboration with the MEAL coordinator (or SMILER+ facilitator, if available).

PMs and CoPs should adapt this planning tool to reflect other planning steps that will be helpful in the operating context. The decisions, answers and other notes in the completed planning tool will be very useful for SMILER+ workshop facilitators, and teams are encouraged to enter ample information in the tool for this purpose.

| Check when complete | Key questions | Answers/Decisions |
|---|---|---|
| | **MEAL design** | |
| | Validate MEAL design documents in larger project design validation activities. | |
| | Determine whether (and how) major risks and critical project issues will be reflected in the MEAL system. | |
| | Integrate relevant CRS Global Results into the MEAL plan or PIRS. | |
| | Develop definitions for all indicators in MEAL plan or PIRS. | |
| | Confirm budget available for MEAL system design and implementation. | |
| | Reflect MEAL responsibilities in the project job descriptions and organogram. | |
| | **MEAL system requirements** | |
| | Identify donor requirements that will be reflected in the MEAL system. | |
| | Complete the MEAL requirements planning checklist to determine which MEAL Policies and Procedures (MPPs), and priority good MEAL practices, apply and when during design and implementation. | |
| | Identify national or local government requirements that would apply to the MEAL system. | |
| | **Monitoring** | |
| | Integrate timing of light monitoring activities in the project DIP. | |
| | Identify any activities from the DIP to be monitored as part of the MEAL system. | |
| | Determine whether the project will adapt existing monitoring tools or develop tools from scratch. | |
| | Identify the sampling approach that will be used to collect monitoring data. | |
| | Develop a plan for collecting and documenting consent or assent related to monitoring data collection. | |
| | **Accountability** | |
| | Locate stakeholder analysis used during proposal development. | |
| | Identify which (new or existing) channels will be used in the project's feedback, complaints and response mechanisms (FCRMs). | |
| | Complete the SMILER+ FCRM planning worksheet for each FCRM channel. | |
| | Determine partner requirements related to the FCRM. | |
| | Determine donor requirements related to the FCRM. | |
| | Decide whether an orientation on safeguarding will be useful prior to (or during) the SMILER+ workshop. | |

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| | **Learning** | |
| | Develop project-level learning questions. | |
| | Identify any linkages to sectoral or agency learning agendas. | |
| | **Data management** | |
| | Complete the country-level data compliance support tool. | |
| | Conduct a privacy impact assessment. | |
| | Determine the use of ICT4D as part of data collection, storage and analysis. | |
| | Identify database structure and plans for data storage. | |
| | Develop data protection and data-sharing procedures for partners and stakeholders. | |
| | **SMILER+ workshop planning** | |
| | Determine appropriate mix of workshop participants from CRS and partner MEAL and sectoral staff. | |
| | Select workshop venue. | |
| | Determine timing and dates of workshop. | |
| | Select SMILER+ workshop facilitator (create SOW if helpful). | |
| | Decide whether a MEAL working group will be created during the workshop. | |
| | Create a platform for posting, sharing and managing documents during MEAL system development. | |