

The GROOVE Learning Network		One Year Detailed Work Plan Period												
		July 1, 2009- June 30, 2010												
		Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	Jun	Jul
Lead (Support)	TASK	Kick-Off Meeting												
KDMD	Webinar to introduce LN members													
LNF	Milestone - Kick-Off Meeting (Aug 4-6)													
LNF	Peer Assists (Kick-Off Meeting)													
Web 2.0 Support (LNF)	Detailed Notes of Kick-Off Meeting													
LNF	Summary of Kick-Off Meeting													
LNF	Design Wiki Structure & Code of Conduct													
Web 2.0 Support (LNF)	FAQ/Help - Instructions how to use Wiki and build capacity of LN members													
LNF	Use Wiki as main tool for communication and collaboration													
LNF	Suggest Subject Matter Experts on Wiki													
Web 2.0 Support (LNF)	Calendar - LN members post travel and industry event													
LNF	Survey to schedule monthly calls													
LNF (Web 2.0 Support and LN)	Investigate ways to use video conferencing													
KDMD	Public Announcement in MicroLINKS Connections E-Newsletter													
KDMD	Public Announcement on microLINKS website													
LN	Video that Introduces the Learning Network Members													
LNF (USAID)	Ask the Expert Learning Activity with Mike Field (M&e - Assessing and Learning)													
LNF	Conference Call - Sept. 23rd													
Grants Manager (LNF & USAID)	Feedack on LN Members' Project Work Plans													
LN	Milestone - Work Plans Finalized - Oct. 02													
LN	LN Framework - LN provides Feedback on LN Purpose, Learning Questions, and Year 1 Activites - Deadline Oct. 07													
LN	Share Individual Project Work Plans on Wiki - Deadline Oct. 07													
LN	Share M&E Scope of Works / Terms of References of M&E Specialists on Wiki - Deadline Oct 07													
LNF	Learning Network Mapping of Expertise													
LNF	Milestone LN Framework - Finalized Purpose, Learning Questions and Year 1 Activities of LN - Oct. 14th													
LNF	Milestone - LN Framework - Develop Glossary													
LNF	Milestone - LN Framework - Share Resources/References													
LN	Peer Assists (request on Wiki as desired-basis)													
LNF	Learning Facilitator Random Check-in Phone Calls/emails to LN members													
LNF	Speakers Corner - Closed Online Discussion on Individual Projects' M&E Systems - TBD, Oct. 20-22nd?													
LNF	Learning Network Mapping of Expertise on Wiki													
LNF	Conference Call - Try WebEx (CHF International as Host - Participants need a USB Webcam and Microphones/Headphones) - Oct. 28th													
LNF	Milestone - Quarterly Learning Journal - Oct. 31													
LNF (USAID)	Ask the Expert Learning Activity - Mariko Scavone (Staff Capacity Building in VC Facilitation) Week of Nov.2-8th													
LNF & LN	Conference Call - Nov. 25th													
LNF	Webinar- Share Progress on Approaches/Tools being developed													
KDMD	Speakers' Corner - Online Discussion on burning topic													
KDMD	Bi-Annual Newsletter													

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LNF	Milestone - Quarterly Learning Journal - Jan 31													
Grants Manager	Milestone - Semi-annual progress report - Jan 31													
LNF	Webinar- Share Tools being developed													
	Speakers' Corner - Online Discussion on burning topic													
LNF	Ask the Expert Learning Activity - Possible topic may be Social Marketing													
LNF	Milestone - Quarterly Learning Journal - April 30													
LN (LNF, Web 2.0 Support/Corbett, KDMD)	Storyboards / Audio Recordings in the Field while Pilot Testing													
LN (LNF, Web 2.0 Support/Corbett, KDMD)	Video Recordings in the Field while Pilot Testing													
LN (LNF, KDMD)	Interviews in the Field while Pilot Testing													
LN (LNF)	Peer Exchanges													
KDMD	Subject Matter Expert Field Visit - If needed													
LNF	Milestone - Quarterly Learning Journal - Jul 31													
Grants Manager	Milestone - Semi-annual progress report - Jul 31													

PILOT TESTING														
CARE	Test Share Point as Project Management and/or Community of Pracatice Platform													
CARE	Pilot Test M&E System in Peru and Ethiopia													
CARE	Testing Value Chain E-Learning Course (Capacity Building)													
CHF	Baseline - CHF Current Knowledge of Value Chain Approach													
CHF	Baseline - CHF Organizational Capacity to Learn													
CHF	VC Working Group													
CHF	Test Share Point													
CHF	Piloting New VC Standards and Processes in 4 countries (Nov. 2009-Dec. 2012)													
CI	Madagascar EcoTourism Manager provides guidance to CI Teams (Q3)													
CI	Peer Exchange - Madagascar to Liberia for VC Analysis (Q4)													
CI	Liberia Proj. Manager shares Knowledge w/ Field Implementation Strategy (FIS) Team													
CI	Share Learning Diaries with CI Internal Network (Q1-Q4)													
PA	Bangladesh - Capacity Building Online Discussion- Dairy Market System													
PA	Bangladesh - Local Reporter Training													
PA	Bangladesh - Local Learning Groups													
PA	Latin America - Cusco - Pilot not using MP3 Players													
PA	Latin America - Local Reporters (School Model) Trainings													
PA	Latin America - Local Learning Groups													
PA	Sudan - Mentoring and Capacity Building Pilot Tested													

Key:
LN = The Groove Learning Network Members
LNF = Learning Network Facilitator (Jennifer)
Web 2.0 Support = Corbett and Brandon
KDMD = QED Staff
USAID = Jason and Stacey

Dates indicated in workplan are target and/or due date.