

USAID MID-COURSE STOCKTAKING ONLINE MODULE: SCHEDULE

HOW LONG DOES IT TAKE TO COMPLETE THE MODULE?

The pace at which you complete this module (and plan the stocktaking) is up to you. Your team can meet as a group and follow along together. Or you can complete the online portions individually and schedule a time to meet as a group to complete the discussion and worksheet activities. Bear in mind that preparing for and designing a stocktaking experience typically takes a minimum of eight weeks. If your team were to meet weekly to work through all the content together, below is a schedule you might follow.

SUGGESTED SCHEDULE

	WHAT TO DO	TIME* <i>All times are approximate</i>
Week 1	<p>Getting Started</p> <p>Discuss process and set schedule</p> <p>Decide when to use the Case Studies (see week 8)</p> <p>Complete module topics:</p> <ul style="list-style-type: none"> • Introduction • Overview 	1 hour
Week 2	<p>Benefits of a Stocktaking</p> <p>Complete module topics:</p> <p>Benefits</p> <ul style="list-style-type: none"> • How as Stocktaking Can Benefit Your Mission <ul style="list-style-type: none"> ○ <i>two worksheet activities</i> 	1.5 hours
Week 3	<p>Planning a Stocktaking - Part I</p> <p>Complete module topics:</p> <p>Planning</p> <ul style="list-style-type: none"> • Introduction • Assemble the Team • Define Objectives: An Introduction <ul style="list-style-type: none"> ○ <i>worksheet activity</i> • Defining the Purpose of Your Stocktaking • Define Objectives: Guidance • Make Key Decisions About the Process <ul style="list-style-type: none"> ○ <i>worksheet activity</i> 	1.5 hours

	WHAT TO DO	TIME* <i>All times are approximate</i>
Week 4	<p>Planning a Stocktaking - Part II</p> <p>Complete module topics:</p> <p>Planning</p> <ul style="list-style-type: none"> • Think About Who Should Be Involved, How and When <ul style="list-style-type: none"> ○ <i>worksheet activity</i> • Pre-Stocktaking Information Gathering and Analysis <ul style="list-style-type: none"> ○ <i>worksheet activity</i> • Distribute Documentation and Other Guidance to DO <ul style="list-style-type: none"> ○ <i>worksheet activity</i> • Teams and Other Working Groups <ul style="list-style-type: none"> ○ <i>worksheet activity</i> 	1.5 hours
Week 5	<p>Conducting a Stocktaking</p> <p>Complete module topics:</p> <p>Conducting</p> <ul style="list-style-type: none"> • Conducting a Stocktaking <ul style="list-style-type: none"> ○ <i>two worksheet activities</i> 	2 hours
Week 6	<p>Following Up on a Stocktaking & Finding More Support</p> <p>Complete module topics:</p> <ul style="list-style-type: none"> • Following Up <ul style="list-style-type: none"> ○ <i>worksheet activity</i> • Conclusions & Additional Resources <p>Use the Stocktaking Rubric to Check Your Work</p> <p>Complete Evaluation</p>	1.5 hours
Week 7	<p>Evaluate Your Stocktaking Plan</p> <p>Use the Stocktaking Rubric</p> <ul style="list-style-type: none"> • Check your work and make improvements to your plans • Consider inviting a trusted advisor to offer feedback • Send your Stocktaking Worksheet to stocktaking@usaid.gov and meet when they return recommendations 	1-2 hours

	WHAT TO DO	TIME* <i>All times are approximate</i>
Week 8 (or at any time you feel it will help!)	<p>Learn From Other Missions</p> <p>Complete module topics:</p> <ul style="list-style-type: none"> • Case Studies <ul style="list-style-type: none"> • Malawi • Mozambique • Cambodia • Jamaica 	2 hours or Review on Your Own 1 hour discussion
Week 9	<p>Next Steps</p> <p>Start implementing your plans</p> <p>If you have not already, share feedback about your learning experience. <u>Complete the evaluation.</u></p>	

The plan above is not intended to represent the only way to complete this module, rather offer you and your team some basic guidance on how to structure your time leading up to the actual stocktaking event. Some may want to complete the entire module before beginning any formal efforts to implement the stocktaking event. Others may begin the work while completing the module. It really depends on your unique situation as well as how much time you have to plan.

You may want to complete the entire module on your own to improve your understanding of the stocktaking process. If that's the case, we still encourage you to complete all the activities. Each Discussion Activity could become an individual reflection and writing exercise. Worksheet Activities are also an important part of learning, even if you are not actively planning a stocktaking. In that case, you might plan a hypothetical stocktaking to practice what you are learning.