

# Planning Checklist

## for Implementation of Simplified Approaches

*This checklist aims to help guide practitioners through the common steps involved in the set up of a pilot, project or study for simplified approaches. This checklist is not exhaustive and additional actions may be necessary depending on the context.*

### PROJECT INITIATION

- Development of Concept Note/ToR for Project:** As a first step it is important to develop a short concept or ToR for the project. [Click here for template](#)
- Context analysis conducted:** It may be important to conduct a brief context analysis to understand which simplifications are most relevant
- Consultation with Stakeholders:** Have all stakeholders involved in wastewater treatment been consulted (MoH, UN agencies, implementing NGOs, local organisations, local populations)
- Identification of funding sources:** Have funding sources been identified and is the donor clear on the objectives?
- Consensus on protocol to be implemented:** A workshop bringing together all actors may be necessary to seek consensus and ensure engagement. [Click here for summary of previous protocols.](#)

### PROJECT PLANNING

- Estimations of caseloads and supply needs:** Given the likely increase in admissions, it is important to re-calculate caseloads and supply needs for the intervention area. [Click here for caseload & supply calculator](#)
- Communications held with local authorities:** Ensuring engagement of local authorities is essential for implementation. Official communication should take place to ensure buy-in and support.
- Definition of Roles & responsibilities of all stakeholders:** In collaboration with all stakeholders, have roles and responsibilities been clearly defined?
- Implementation Plan developed:** It is important to consolidate all planning discussions into an implementation plan, which should include the protocol to be implemented. [Click here for template.](#) Included in this plan should be a workplan, log frame and budget. [Click here for a template.](#)
- Funding secured:** Have funding commitments been secured?
- Coordination mechanisms established at all levels:** A technical steering committee can be a useful approach to coordination at national level. In addition, clear communications mechanisms should be established in consultation with all stakeholders.

### PROJECT SET-UP

- Ethical submission & clearance:** If this project includes research components it will be necessary to submit the protocol ethical committees at national level
- Partnership agreements finalised:** To enable implementation, formal partnership agreements may be necessary
- Recruitment of project staff and set-up of teams:** Implementing this kind of project may require additional resources and staff
- Training tools developed and training implemented:** implementation will need to be preceded with training of health staff on the new protocol to be implemented