

## PLANNING AND PREPARING

### RECOMMENDED TASK 3

#### DEVELOPING THE PLAN OF ACTION

---

##### 1. Purpose

To identify the project scope and schedule for the tasks to be undertaken for the preparation and development of a country-level Action Plan.

##### 2. Scope

The scope refers to a list of up to sixteen recommended tasks that could/should be performed by the [Agency/Country] as part of the project to implement the Integrated Geospatial Information Framework at the country-level. Please refer to listing of recommended actions and any of its accompanying resource materials for additional information.

Some agencies/countries may have already completed these tasks previously and therefore do not need to do them again. For example, agencies/countries may have already established their geospatial information management vision, mission and goals as part of their geospatial information strategy and therefore do not need to go through Recommended Task 9 - Vision, Mission and Goals. If this is the case, simply place NA (Not Applicable) in the Date column in the table below. Equally, agencies/countries may still go through Recommended Task 9 to refresh its vision, mission and goals particularly if the desired or future situation may now be different.

##### 3. Schedule

The Schedule is the proposed start date and end date undertake each of the recommended tasks.

The anticipated number of work days and lapse time have been included in the table as a guide only. **Please adjust the times to suit your estimated scheduling needs, priorities and constraints.** The lapse time makes allowance for meeting scheduling, verification of documents and distribution and approval processes. The timeframes will depend on the governance and reporting requirements for each agency/country.

Please note it is expected that the tasks will be completed sequentially. However, the Current and Desired (or Future) Situation Assessment (Recommended Task 4), Baseline Survey (Recommended Task 5), and the Environmental Scanning and Analysis (Recommended Task 6) can be done concurrently.

##### 4. Method

Using the table below, estimate the likely start and end dates for each of the sixteen recommended tasks and adjust the estimated number of workdays/lapse time where applicable. "Lapse time" is the estimated duration, in days, allowed for the task.

<b>Component One: Planning and preparing</b>			
<b>Recommended Tasks</b>	<b>Date</b>	<b>Resource/ Reference Materials</b>	<b>Estimated work (days/lapse time)</b>
1. Project Initiation Meeting and Pre-needs Assessment			
2. Stakeholder Identification and Analysis			
3. Plan of Action			
<b>Component Two: Assessing and analyzing</b>			
4. Current and Desired (or Future) Situation Assessment			
5. Baseline Survey			
6. Environmental Scanning and Analysis			
7. Stakeholder Engagement Workshop			
8. Strategic Alignment (and Benefits)			
9. Vision, Mission and Goals			
10. Gap Analysis Matrix			
11. Needs Assessment and Gap Analysis Report			
<b>Component Three: Design and develop (country-level Action Plan)</b>			
12. Country-level Action Plan (Template)			
13. Strategic Pathway Actions and sub-Tasks			
14. Implementation Schedule			
15. Budget Estimations			
16. Success Indicators			

## 5. Country Project Team

The Country Project Team is confirmed as follows:

Project Lead:

Project Members:

## 6. Appendix – An example

Integrated Geospatial Information Management of <Country>  
 Project: Preparing, designing and developing <Country> Action Plan  
 Title: Plan of Action

<b>Component One: Developing an Execution Plan</b>			
<b>Recommended Tasks</b>	<b>Date</b>	<b>Resource/ Reference Materials</b>	<b>Estimated work (days/lapse time)</b>
1. Project Initiation Meeting and Pre-needs Assessment	September 2021	*	10/15
2. Stakeholder Identification and Analysis	September 2021	*	5/10
3. Plan of Action	September 2021	*	10/15
<b>Component Two: Assessment and Analysis</b>			
4. Current and Desired (or Future) Situation Assessment	October 2021	*	10/15
5. Baseline Survey	October 2021	*	10/15
6. Environmental Scanning and Analysis	November 2021	*	10/20
7. Stakeholder Engagement Workshop	February 2022	*	5/20
8. Strategic Alignment (and Benefits)	February 2022	*	5/10
9. Vision, Mission and Goals	March 2022	*	3/10
10. Gap Analysis Matrix	March 2022	*	15/20
11. Needs Assessment and Gap Analysis Report	April 2022	*	15/20
<b>Component Three: Developing a country-level Action Plan</b>			
12. Country-level Action Plan (Template)	May 2022	*	20/30
13. Strategic Pathway Actions and sub-Tasks	June 2022	*	20/30
14. Implementation Schedule	July 2022	*	10/15
15. Budget Estimations	July 2022	*	20/30
16. Success Indicators	August 2022	*	10/20

The Project Team to prepare and develop the country-level Action Plan comprised of:

Team Leader: <name>,  
Director of Strategy, National Mapping Agency of <Country>

Team Members: <name>  
Chief, Mapping Division, National Mapping Agency of <Country>  
<name>  
Chief, Management and Finance Division, National Mapping Agency of <Country>  
<name>  
Deputy Director, National Remote Sensing Institute of <Country>

---

The Team Leader shall report to <name>, Director General, National Mapping Agency of <Country> on a weekly basis and brief the Agency on a monthly basis at its monthly management meeting.

---