

## 9. SUMMARY OF WORK PLAN

### 9.1 Initiating the Project

Based on the agreed contract, there are nine (9) milestones which are related to the payment. In between these contracting milestone, there some intermediary milestone that play major role in achieving the contracting milestone. They are listed below.

Contracting Milestone	Estimated Starting Date	Note
1) Contract signing,	May, 8 <sup>th</sup> 2011	To activate the project
2) Inception Report,	July, 8 <sup>th</sup> 2011 (month 3)	
3) Business model	Dec, 18 <sup>th</sup> 2011 (month 8)	
4) Training model	Dec, 18 <sup>th</sup> 2011 (month 8)	
5) Organization and governance model	Dec, 18 <sup>th</sup> 2011 (month 8)	
6) Organizational audit	Mar, 19 <sup>th</sup> 2012 (month 11)	
7) Staffing plan	June 11 <sup>th</sup> , 2012 (month 14)	
8) Training plan	Sep. 19 <sup>th</sup> 2012 (month 17)	
9) Training delivery report	Oct 21 <sup>st</sup> 2013 (month 30)	
10) Project Completion report	Oct 29 <sup>th</sup> 2013 (month 30)	

### 9.2 Project Milestones

Project Milestones will be adhered and delivered on time in order for the VTC reform cycle to be achieved on timely manner with the following:

Project Milestone	Estimated Starting Date	Note
<b>Phase -1</b>		
1) Contract signing,	May, 8 <sup>th</sup> 2011	To activate the project
2) Designation of VTC Counterpart		Executed
3) Inception Report,	July, 8 <sup>th</sup> 2011 (month 3)	Contract milestone
4) TVET country profile studies and International Seminar on TVET in Malaysia	Sep, 28 <sup>st</sup> 2011 (month 5)	
5) Jordan caucus	Sep, 29 <sup>nd</sup> 2011 (month 5)	not on the chart
6) Website development	Aug, 30 <sup>th</sup> 2011 (month 4)	not on the chart
7) Workshop: HR Planning & Mgt. x 3	Sept, 11 <sup>th</sup> 2011 (month 5)	
8) Workshop: Desired Institution	Oct, 2011 (month 6)	
9) Workshop: Self-Assessment [Institution business Planning]	Nov, 13/14 <sup>th</sup> 2011 (month 7)	
10) Workshop: School Industry Partnership	Nov, 18-19 <sup>th</sup> 2011 (month 7)	
11) Workshop: Restructuring TVET Institutions	Dec 4-5 2011 (Month 8)	
12) Business model	Dec, 18 <sup>th</sup> 2011 (month 8)	Contract milestone
13) Training model	Dec, 18 <sup>th</sup> 2011 (month 8)	Contract milestone
14) Organization and governance model	Dec, 18 <sup>th</sup> 2011 (month 8)	Contract milestone
15) Regional conference in Amman	Feb, 9/10 <sup>th</sup> 2012 (month 10)	

## Phase -2

16) Workshop: Women in Development	Jan, 9 <sup>th</sup> 2012 (month 9)	
17) Workshop: Technology Power Learning	Feb, 12/13 <sup>th</sup> 2012(month 10)	
18) Workshop: Team Building and Change Management	Mar, 4/5 2012(month 11)	
19) Workshop: Re-Branding	Mar, 18/19 <sup>th</sup> 2012(month 11)	
20) Organizational audit	Mar, 29 <sup>th</sup> 2012 (month 11)	Contract milestone
21) Organization manual	Apr, 15 <sup>th</sup> 2012 (month 12)	
22) Workshop: Investment Plan	May, 19/20 <sup>th</sup> 2013(month 25)	
23) Staffing plan	June 11 <sup>th</sup> , 2012 (month 14)	Contract milestone
24) Training plan	Sep. 19 <sup>th</sup> 2012 (month 17)	Contract milestone
25) Training for VTC Directors & Executives	Sep, 25 <sup>th</sup> 2012 (month 17)	
26) TOT on VTC Business Model	Sep, 25 <sup>th</sup> 2012 (month 17)	
27) TOT on VTC Training Model	Sep, 25 <sup>th</sup> 2012 (month 17)	
28) TOT on VTC Governance Model	Sep, 25 <sup>th</sup> 2012 (month 17)	
29) Replication Training from TOT to VTC staff	Oct, 24 <sup>th</sup> 2012 (month 18)	
30) Training delivery report	Oct 21 <sup>st</sup> 2013 (month 30)	Contract milestone
31) Mentoring VTC staff report	Oct, 20 <sup>th</sup> 2013 (month 30)	
32) Project Completion report	Oct 29 <sup>th</sup> 2013 (month 30)	Contract milestone

### 9.3 Brief Time Lines and Gantt Chart

Details of overall activities schedule are illustrated in the brief time line chart 9.1. ANNEX E describes the detail project activities of how the project will be delivered. The latter chart is developed using Microsoft Project and this will be used as a reference when discussing the project status and progress.

### 9.4 Mobilization of Senior Advisory Board (SAB)

This group of experts consisting of former high level Ministers, seasoned consultants and experts from the TVET and Education Sector from Malaysia, Philippines and Indonesia, Singapore, Colombo Plan Staff College (for Technician education), and United States of America. The mixture of former and current high ranking government officials will provide important and actual experiences from restructuring their respective national TVET systems like those strategies called for in the restructuring of the VTC project.

### 9.5 Mobilization of Consultants

The Experts/Consultants as called for in the TOR. Our consultants will consist about 12 international experts, and approximately 4 Jordanian experts. It is recommended that the consultant services be reviewed to increase the current number of person months (109p/m) to the approximate original level (257p/m) offered in the Technical Proposal to be able to effectively deliver the required services.

#### **9.6 Designation of VTC Counterpart.**

The restructuring of the VTC involves a broad scope of work. Thus, there must be direct link and communication between involved parties such as the consultant, VTC and its affiliates and other major clientele. To achieve this, VTC has designated a group of counterpart officials to work closely with the Consultants in implementing this project.