

Learning and Data Hub IY4 2022-2023 Work Plan: Knowledge and Learning Workstream

TASK LEVEL	IY4 NO.	TITLE	OTHER TEAMS INVOLVED			GANTT					
			USAID	EW	SCIENCE	2022			2023		
						Q1			Q2	Q3	Q4
						Oct-Nov	Nov-Dec	Dec-Jan	Jan-Apr	Apr-Jul	Jul-Oct
Workstream		Knowledge and Learning Workstream									
ACTIVITY 1		KNOWLEDGE AND LEARNING APPLICATIONS									
Sub-Activity 1.1		Expand the FEWS NET Exchange									
Task	1.1.1	Manage and maintain the Information Architecture				x	x	x	x	x	x
Sub-Activity 1.2		Manage the fews.net Refresh									
Task	1.2.1	Lead refresh implementation and rollout	x	x	x	x	x	x	x		
Task	1.2.2	Manage the communications campaign and create associated learning content				x	x	x	x		
Sub-Activity 1.3		Expand the FEWS NET Learning Platform (FLP)									
Task	1.3.1	Collaborate with FEWS NET Teams (USAID Management, EWT, Science, Hub) on content development and delivery	x	x	x	x	x	x	x	x	x
Task	1.3.2	Solicit learner feedback for continuous product improvement				x	x	x	x	x	x
Task	1.3.3	Integrate the FLP with fews.net to expand access to training content and to support analytical methods and use of FDE							x	x	
ACTIVITY 2		KNOWLEDGE AND LEARNING PRACTICES									
Sub-Activity 2.1		Support and Expand Adaptive Management									
Task	2.1.1	Monthly Collaboration meeting support				x	x	x	x	x	x
Task	2.1.2	Conduct After Action Reviews, summarize and support follow-up as requested	x	x	x	x	x	x	x	x	x
Task	2.1.3	Continue the Research Note series as needed						x	x	x	x
Task	2.1.4	Support to online and in-person learning events	x	x	x	x	x	x	x	x	x
Task	2.1.5	Support Pillar 4 activities through development of an Innovation Tracker and related support.	x	x	x	x	x	x	x	x	x
Sub-Activity 2.2		Extend Knowledge Management Support									
Task	2.2.1	Manage and maintain a FEWS NET glossary and standardized terms	x	x	x	x	x	x	x	x	x
Task	2.2.2	Develop and deliver solutions for capacity building and improved collaboration in using FN products and services. (Menu of Services and FN quarterly newsletter)	x	x	x	x	x	x	x	x	x
Sub-Activity 2.3		Plan and Implement Outreach Activities									
Task	2.3.1	Develop a Communications Plan for FEWS NET knowledge and data	x	x	x	x	x				
Task	2.3.2	Deliver communications campaigns promoting FDE and knowledge products	x	x	x	x	x	x	x	x	x
Task	2.3.3	Support USAID's Data Management Plan and Digital Strategy with case studies and communications products	x						x	x	x
Task	2.3.4	Create new technical communications products for FEWS NET	x	x	x	x	x	x	x	x	x
Sub-Activity 2.4		Extend Communications to Support Outreach and Improve Use of Platforms									
Task	2.4.1	Integrate and support Mailchimp in fews.net and country-level communications		x		x	x	x	x	x	x
Task	2.4.2	Use Brandwatch for social media tracking				x	x	x	x	x	x
Task	2.4.3	Use Google Analytics for fews.net tracking				x	x	x	x	x	x
Task	2.4.4	Social media management	x	x	x	x	x	x	x	x	x
Sub-Activity 2.5		Brand Management									
Task	2.5.1	Brand rollout coordination across platforms and teams	x	x	x	x	x	x	x		
Task	2.5.2	Manage brand identity	x	x	x	x	x	x	x	x	x
ACTIVITY 3		WORKSTREAM MANAGEMENT									
Sub-Activity 3.1		Workstream Prioritization and Management									
Task	3.1.1	Contribute to joint work planning and adjust tasks through routine check-ins	x	x	x	x					x
Sub-Activity 3.2		Collaborate and consult across the FEWS NET Project									
Task	3.2.1	Support the JAWP process with updates to the Exchange	x			x					x
Task	3.2.2	Continue outreach, brand and monthly collaboration activities	x	x	x	x	x	x	x	x	x
Sub-Activity 3.3		Workstream reporting									
Task	3.3.1	Develop and track indicators				x	x	x	x	x	x

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Task	3.3.2	Coordinate with the Data team on documentation reporting				x			x	x	x
Task	3.3.3	Contribute to deliverables such as Quarterly and Annual Performance Reports, APRs, Work Plans, and other reports				x	x	x	x	x	x
ACTIVITY 4		OPPORTUNITIES FOR CROSS-TEAM COLLABORATION									
Sub-Activity	4.1	Ongoing Collaboration (included in task details above)									
Task	4.1.1	Brand Management	x	x	x	x	x	x	x	x	x
Task	4.1.2	Communications	x	x	x	x	x	x	x	x	x
Task	4.1.3	Learning Management	x	x	x	x	x	x	x	x	x
Task	4.1.4	Monthly Collaboration Meetings	x	x	x	x	x	x	x	x	x
Sub-Activity	4.2	New Collaborative Priorities (Included in task details above)									
Task	4.2.1	FDE Adoption and Use	x	x	x	x	x	x	x	x	x
Task	4.2.2	Expand the FLP to capture Early Warning team content		x		x	x	x	x	x	x
Task	4.2.3	Develop explainers and infographics	x	x	x	x	x	x	x	x	x
Task	4.2.4	Provide additional communications support to EWT and Science teams		x	x	x	x	x	x	x	x
Task	4.2.5	Collaborate with Early Warning team on the Seminar Series	x	x					x	x	x

Learning and Data Hub IY4 2022-2023 Work Plan: Management

TASK LEVEL	IY3 NO.	TITLE	OTHER TEAMS INVOLVED			GANTT					
			USAID	EW	SCIENCE	2020			2021		
						Q1			Q2	Q3	Q4
						Oct-Nov	Nov-Dec	Dec-Jan	Jan-Mar	Apr-Jun	Jul-Sept
Work Stream	4	Management Workstream									
ACTIVITY	1	PROJECT MANAGEMENT				x	x	x	x	x	x
Sub-Activity	1.1	Strategic planning									
Task	1.1.1	Organization and facilitation	x	x	x	x	x	x	x	x	x
Sub-Activity	1.2.	Oversee management of project activities and deliverables									
Task	1.2.1	Implementation support				x	x	x	x	x	
Sub-Activity	1.3	Hub representation to FEWS NET team and outside partners									
Task	1.3.1	Representation	x	x	x	x	x	x	x	x	x
ACTIVITY	2	PROJECT ADMINISTRATION				x	x	x	x	x	x
Sub-Activity	2.1	Personnel									
Task	2.1.1	Personnel tasks				x	x	x	x	x	x
Sub-Activity	2.2	Procurement									
Task	2.2.1	Procurement tasks				x	x	x	x	x	x
Sub-Activity	2.3	Contract management									
Task	2.3.1	Contract management tasks				x	x	x	x	x	x
Sub-Activity	2.4	Financial management									
Task	2.4.1	Budget management				x	x	x	x	x	x
ACTIVITY	3	PROJECT PERFORMANCE MANAGEMENT & REPORTING									
Sub-Activity	3.1	Monitoring									
Task	3.1.1	Monitoring, Evaluation, and Learning Plan				x	x	x	x	x	x