

# IGIF WORKSHOP FOR THE **CARIBBEAN**

Castries, St. Lucia

April 19 – 21, 2023

## A Capacity and Capability Development Approach



A grayscale topographic map of the Hawaiian Islands is shown. The islands are rendered in shades of gray, with darker areas indicating higher elevations. The text "Capstone Activity" is overlaid in a bold, red, sans-serif font in the center of the map. A thick red horizontal line is positioned at the top center of the image, above the map.

# Capstone Activity

## Bringing it All Together – Developing a Plan of Action




## Developing a Plan of Action



Must have a clear goal : To implement the IGIF and develop a Country-level Action Plan considering national priorities and circumstances.

Components of a Plan of Action may include:

- Tasks/steps that need to be carried out to reach the goal
  - People who will be in charge of carrying out each task
  - When will these tasks be completed (deadlines and milestones)
  - Resources needed to complete the tasks
  - Measures to evaluate progress
- 

## SMART

**S**pecific – well-defined and clear

**M**easurable – include measurable indicators to track progress

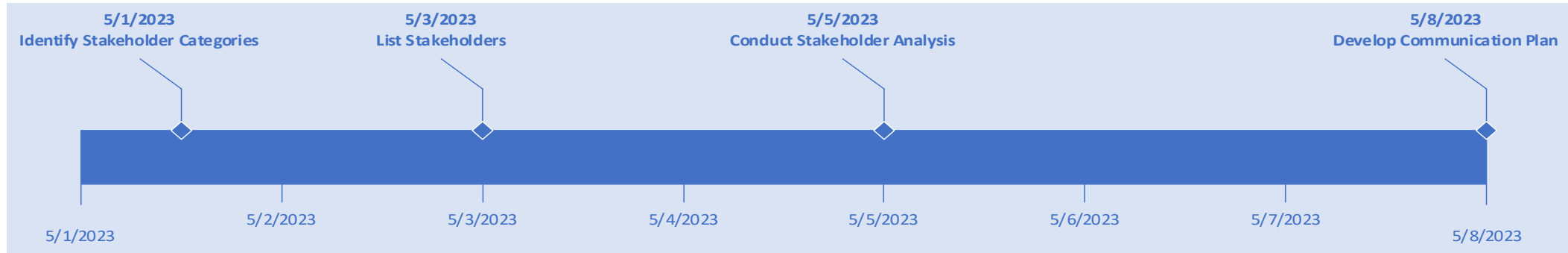
**A**ttainable – realistic and achievable within the resources, time, money, experience, etc. you have

**R**elevant – align with your other goals

**T**imely – has a finishing date

# Developing a Plan of Action

## Step 2 - Stakeholder Identification and Analysis Tasks



Task	Responsible Party	Resources Need	Start Date	Completion Date
Identify Stakeholder Categories	National Mapping/Geospatial Agency	1 FTE 4 hours	01/05/2023	01/05/2023
List Stakeholders	National Mapping/Geospatial Agency	1 FTE 16 hours	02/05/2023	03/05/2023
Conduct Stakeholder Analysis	National Mapping/Geospatial Agency	1 FTE 16 hours	04/05/2023	05/05/2023
Communication Plan	National Communications Office	1 FTE 24 hours	06/05/2023	08/05/2023

\*FTE – Full Time Employee

## Developing a Plan of Action

## Breakout Activity

To focus on developing a plan of action for implementing the IGIF and developing a country level action plan.

For this activity we are asking you to consider each of the steps (1-11) of the suggested implementation approach and develop the tasks and sub-tasks needed to accomplish each step.

Step	Tasks	Sub-Tasks
Step 1 - Awareness and Initial Assessment		
Step 2 - Stakeholder Identification and Analysis	Identify Stakeholder Categories	
	List Stakeholders	
	Conduct Stakeholder Analysis	
	Produce Stakeholder Communication Plan	Communications Schedule Developing Communications Messaging Communications Budget
Step 3 - Plan of Action	Form an IGIF Task Team	
	Develop IGIF Informational Presentations	
	Host IGIF Informational Workshops	
Step 4 - Current and Desired Situation Assessment		
Step 5 - Baseline Survey		
Step 6 - Environmental Scanning and Analysis		
Step 7 - Strategic Engagement Workshop		
Step 8 - Strategic Alignment		
Step 9 - Vision, Mission, Goals		
Step 10 - Gap Analysis Matrix		
Step 11- Needs Assessment and Gap Analysis Report		

# THANK YOU!

