

Planning relevant terms and definitions

Planning:

Planning is the process of setting objectives, goals and determining the strategy, resources and course of actions to achieve the desired goals.

Types of planning:

There are mainly four types of planning as follows:

1. Strategic planning:

It is the process of establishing a strategic plan, defining goals, objectives, activities, and allocating resources and responsibilities.

- Clarifies the overall purpose of a national program;
- Defines the desired results of that program's activities; and
- Explains how those results will be achieved.

2. Operational planning:

It is a detailed plan set for one year or less that states how tasks need to be addressed and it contribute in achieving the strategic objectives and end goals.

3. Tactical planning:

It is developed for conducting any trial, experiment or drills on use of new technologies, equipment or methodology to bring efficiency and effectiveness in processes and procedures to contribute in achieving the end goals of the program.

4. Contingency planning:

It is to set alternative plan (plan B) in case the first plan cannot be implemented due to any unforeseen reason.

In Afghanistan mine action context, all remaining recorded areas and communities are used as contingency if due to any unforeseen reason the actual plan is not possible to be implemented. Contingency plan (plan B) shall be like for like, negotiated and agreed with DMAC as well as project donor.

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Planning components:

Vision:

It describes the desired future position of the program

Mission:

It is the core purpose, values and aims of the mine action, as the program do for their customer.

Goal

It addresses long-term intentions and describe the wider, generic framework within which objectives that are more specific are set.

Objective

It should always be consistent with goals, but they are usually more specific and address medium to short-term aspects of the program's work. They are most useful when they exhibit SMART characteristics (specific, measurable, achievable, relevant and time bound)

Task:

A piece of work to be done or undertaken

Activity:

A thing that a person or group does or has done.

Strategy:

It is a high-level plan to achieve goals and desirable ends with available means.

Priority:

It is the process to decide which tasks be addressed first, second...considering the communities' requirement.

Baseline:

It is the level of a product or services at a point of time, which serves as a basis for defining changes.

Target:

An objective or result towards which efforts are directed.

Output:

The products, capital goods and services that result from a mine action intervention.

Outcome:

The likely or achieved short-term and medium-term effects of a mine action intervention's outputs.

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Impact:

It is the long-term effects produced by MA intervention, directly or indirectly on communities' livelihood

Indicator:

Indicator is a thing that indicates the state or level of something in a desired milestone

Effectiveness:

The extent to which the required activities and results are achieved based on identified aim.

Efficiency:

The relationship between the result achieved and the resources used, or in other word, to achieve more with less input/resources, and maintain the quality.

Types of planning used in MAPA

1. Strategic level:

a. The work plan to achieve Mine Action related conventions (MBT, CCM).

It is a MAPA developed work plan to achieve the obligations of signed conventions in due time (mainly 10 years period).

b. National Mine Action Strategic Plan (NMAASP).

It is a MAPA developed work plan with technical support from GICHD to align the program in reaching to its vision through achieving the strategic goals within mainly 5-year period.

2. Operational level:

a. MAPA annual operation work plan

DMAC in consultation and contribution from all the IPs develop MAPA annual operation work plan to focus on implementation of priority works to achieve during the planned year. All the objectives and activities within this plan should be aligned with strategic level planning.

b. DMAC annual objectives.

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It is a list of objectives set by all departments and regional offices of DMAC to achieve during the planned year. The objectives should be SMART, quality and aligned with MAPA annual operation plan.

c. Quarterly travel plan

It is the anticipated plan developed by all staff of DMAC through which the cost secured for national and international travels in terms of DSA and transportation.

d. Quarterly monitoring plan

It is developed by all technical staff of DMAC/IP to determine which office, project and teams to be visited by whom during the quarter.

e. Quarterly operation plan

IPs develop this plan to show the location of their teams and the amount of work to achieve during the quarter. This should align with their project duration.

f. Monthly activity plan

DMAC and probably IPs predict their activities to focus on during the next month. This should align with their department and their own objectives.

g. Project plan

Project plan covers all the activities and deliverables to conduct during the project life cycle.

h. Task implementation plan

It is a plan developed by team leader to show the resources, methodology and duration of the assigned task in field level.

3. Tactical level:

- a. It is mostly set for research and development purposes such as trail on new equipment/methodology etc.

4. Contingency plan:

- a. It is set in-case plan A fails to work due to any unforeseen reason, then to focus on plan B that is already determined as contingency.