

ANNEX A: PLANNING TEMPLATE - Approach and Timelines

A	B	C	D	E
Stage	Sub-activity	Approach to be followed	Responsibility	End Date
Define the aspiration	Articulating core purpose of the Ministry /Department	A committee headed by JS(Adm.) and consisting of all Directors/DS constituted in the Ministry for the purpose	JS(Adm)	15.3.2010
	Laying out the aspiration			
Assess the situation	Understand and assess external factors that will impact us	A committee headed by JS(Adm) and consisting of all Directors/DS constituted in the Ministry for the purpose. Discussion /meeting with Steel PSUs, workshop of the group will be held	JS(Adm)	15.5.2010
	Identify key stakeholders, their core agenda and basis of working together with them			
	Assess department's strengths and weaknesses			
	Define the core learning agenda			
Develop the strategy	Develop a plan to engage the stakeholders	A committee headed by JS(Adm) and consisting of all Directors/DS constituted in the Ministry for the purpose. Interactive session/seminar with the stakeholders will be held.	JS(Adm)	27.8.2010
	Plan to build knowledge and capabilities			
	Lay out key priorities			
Plan implementation	Build a detailed implementation plan	A committee headed by JS(Adm) and consisting of all Directors/DS constiuted in the Ministry for the purpose.	JS(Adm)	29.10.2010
	Resource requirement for the chosen strategy			
	Tracking and measurement mechanism			

ANNEX B: STEERING MECHANISM TEMPLATE

Steering Mechanism

Head of Steering Committee (e.g. Secretary)	Secretary
Members of Steering Committee	SSFA, JS(Adm), JS(G), JS(S), EA, CCA
Meeting frequency (weekly/fortnightly/monthly etc.)	Bi-Monthly