

DESIGN CAPACITY BUILDING CONCEPT WITH TRAINING NEEDS FOR THE EMPLOYEES OF THE MINISTRY OF WATER AFFAIRS

Report 2. FINAL WORK PLAN AND RISK ANALYSIS

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1 INTRODUCTION

This work plan report describes activities to be implemented for this project. It will be used to direct, monitor progress and improve compliance on the timelines of the project and the quality of works. The work plan will outline the on-going activities as well as the completed activities with details on its timeliness.

This Work Plan report will document the completion and summarize compliance activities providing analysis where appropriate. The report will organize the supporting documents for each activities and milestones. The report will organize the supporting documents for each activities to ensure ready access to information as needed.

2 FINAL WORK PLAN

2.1 PROJECT GOAL AND GENERAL OBJECTIVES

The end goal of this project is to develop a complete training plans that will align in MEWAs strategic plan identifying where training is needed and highlighting areas where new talents is required:

This would mean to:

1. Review, assess and evaluate the skills status of client staff in order to enhance current changes and implement their training process
2. Support the MWA plans to strengthen and upgrade the existing engineering and technical capacities on scientific basis and engineering design
3. To enhance, support and build the technical and institutional capacity within the MWA
4. Support to the MWA in their future plans

2.2 RESPONSIBILITY MATRIX

<p>OBJECTIVE 1</p>	<ul style="list-style-type: none"> Review, assess and evaluate the skills status of client staff in order to enhance current changes and implement their training process 		
<p>EXPECTED OUTCOME</p>	<ul style="list-style-type: none"> Applus-Aquageo Project team will develop a Technical Evaluation of Organizational Capabilities and Skills Analysis of MEWA staff 		
<p>ACTIVITIES</p>	<p>RESPONSIBLE TEAM</p>	<p>RESPONSIBLE PERSON</p>	
<p>To collect current MEWA organizational chart, Future organizational chart, descriptions of position, current training plan, list and job description of MEWA employee and other relevant information that could be useful for the process of skills analysis, such us other similar studies carried out in the past, future plans for the Ministry within the National Water Strategy, already identified needs, etc.</p>	<p>MEWA to submit the requested information upon submission of Data request report by Applus-Aquageo Project Team</p>	<p>Technical manager</p>	
<p>To develop a Technical Analysis Report of MEWA's existing</p>	<p>Applus-Aquageo team to submit the initial report</p>	<p>Technical manager</p>	

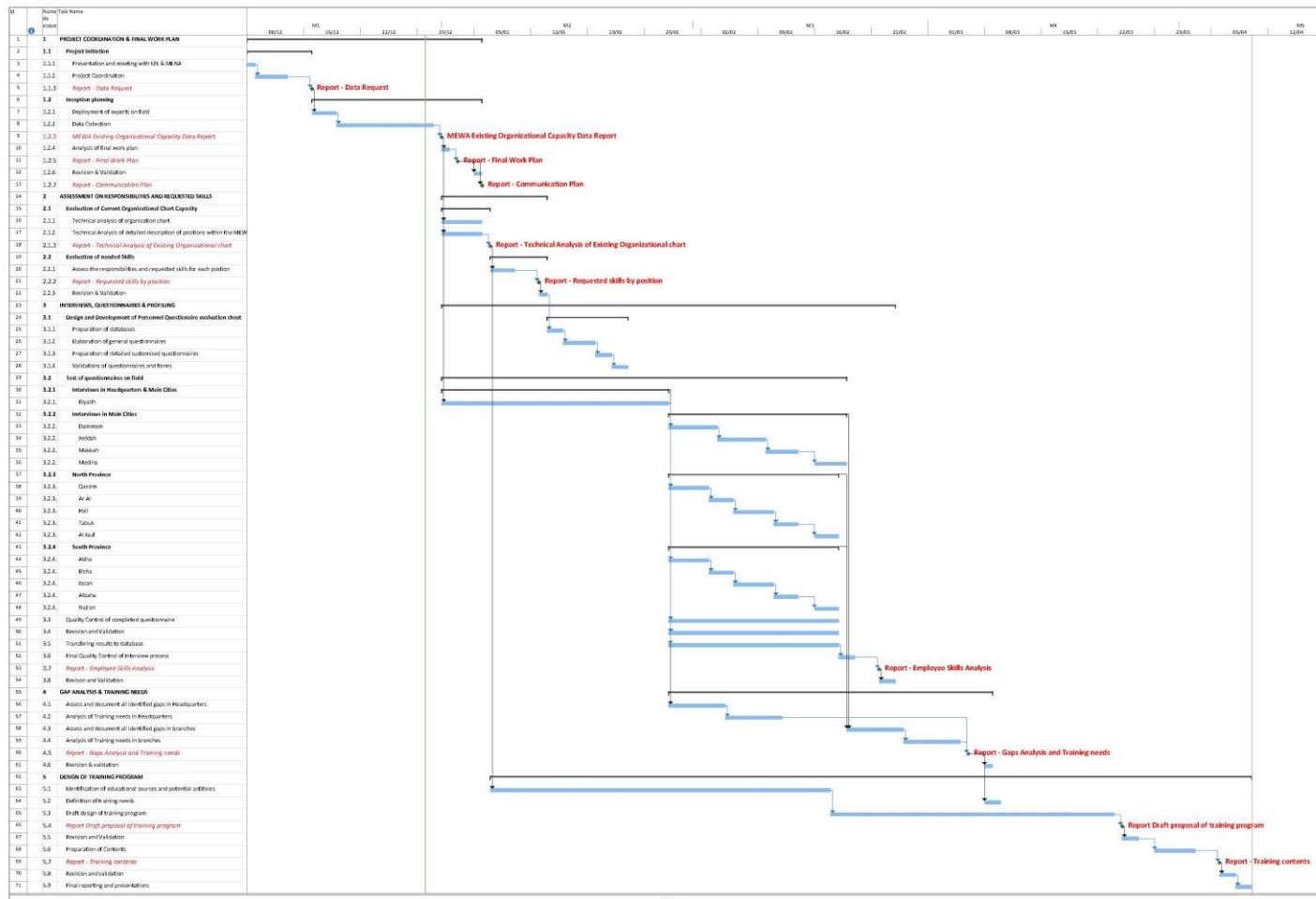
<p>Organizational Chart and the current Skills by position and and the required Skills in the future organization the required Skills in the future organization</p>	<p>base on the submitted information of MEWA</p>	
<p>To develop Questionnaire that will be use in the Profile interview of MEWA staff to further enhance and improve the assessment of its skills and organizational capacity</p>	<p>Applus-Aquageo Organizational Development experts will develop the questionnaire</p>	<p>Technical manager</p>
<p>To conduct Profiling and Interview of MEWAs staff estimated at around 600 employees across KSA as specified in the TOR</p>	<p>Applus-Aquageo Field team specialist to conduct the interview of MEWA officers and staff starting in Riyadh Headquarters, in major KSA cities branches, and Northern and Southern Provinces branches</p>	<p>Field manager</p>
<p>To Develop Employee Skills Analysis Report</p>	<p>Applus-Aquageo Organizational Development experts will analyse and develop a comprehensive report</p>	<p>Technical manager</p>

	<p>on Employees skills base on the gathered data from interview and other relevant information gathered</p>	
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OBJECTIVE 2	<ul style="list-style-type: none"> • Support the MWA plans to strengthen and upgrade the existing engineering and technical capacities on scientific basis and engineering design • To enhance, support and build the technical and institutional capacity within the MWA 	
EXPECTED OUTCOME	<ul style="list-style-type: none"> • Applus-Aquageo Project team will develop A Proposal of Training Program to bridge the current and the future organizational capacity & Skills of MEWA 	
ACTIVITIES	RESPONSIBLE TEAM	RESPONSIBLE PERSON
To develop a Technical and Organizational Gap Analysis Report	Applus-Aquageo Organizational Development experts will analyse and develop a comprehensive Gap Analysis report	Technical manager

<p>To develop a Draft Proposal of Training Program that will help address the identified gaps</p>	<p>Applus-Aquageo Organizational Development experts</p>	<p>Technical manager</p>
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2.3 DETAILED WORK PLAN (GANTT)



3 RISK ANALYSIS

To ensure timely completion and accurate result, risk were identified and the corresponding mitigating measure.

They were presented in the table below:

ID	Risk and Consequence	Probability	Impact	Priority	Source (Internal/External)	Mitigation Response
1	Timely Availability of Data from MEWA causing delays in Project Schedule	High	High	High	External	<ul style="list-style-type: none"> Regular updating of Work Plan and Timely submission of reports to all Key Stakeholders Constant communication and feed backing to MEWA Managers
2	Availability of MEWA Staff for Face to Face Interview causing delays in Project schedule	High	High	Mid	External	<ul style="list-style-type: none"> Schedule of Interview will provided to concerned MEWA Staff and immediate Head at least one(1) week ahead of schedule
3	No availability of space to develop interviews	Low	High	Mid	External	<ul style="list-style-type: none"> Schedule of Interview will be provided to concerned MEWA Branch Head for proper allotment of office space
4	Long period to review & approve reports causing delays in	High	High	High	External	<ul style="list-style-type: none"> Regular updating of Work Plan and Timely submission of reports to all Key Stakeholders

	Project Schedule					<ul style="list-style-type: none"> Constant communication and feed backing to MEWA Managers
5	Lack of quality or accuracy on available data causing inaccurate presentation of job responsibilities, description and skills assessment	Mid	High	Mid	External	<ul style="list-style-type: none"> Development of Quality Control measures such as layered validation of data to ensure filtering of inaccurate data
6	Language Barrier between the interviewee and interviewer causing delay in Project schedule and inaccurate data gathering	Mid	High	Mid	External	<ul style="list-style-type: none"> Applus-Aquageo to deploy bi-lingual (English-Arabic) field specialist to conduct profiling and interview Development of easy to answer Questionnaires to limit the chance of mistakes and misinterpretation of information