



Wednesday, December 19, 2019 20

5: 00 p.m.

MONTHLY ACTION PLAN FOR THE MONTH OF FEBRUARY, 2020

Report Prepared by: Audifax Bakundukize

Date of Submission: Wednesday, February 19, 2020

Purpose of Plan: Submit for February 2020 Transportation/Communication Funding

Major plans for January:

- From February 7th till 10th, 2020, working on Commcare “CFTs’ Feedback Survey proposal” to use in Gitega project;
- February 12th, 2020, meeting CFTs in Gitega for redeployment of old version of Commcare app and install the new version;
- From February 13th till 25th, 2020, we will do 1st online Monitoring checklist session using Commcare app in our phones;
- Same period, we will recommit members by updating their goals and typewrite last updates;
- **The February, 2020** (through the 23rd of the month) *Mission/Deliverables Report with an Executive Summary report will be written and sent to Rotary on February 25th, 2020.*

Planned Field Visits and office works:

Date	Saving Group/ Office work	Objective
07 th - 10 th /02/2020	Working on Commcare CFTs’ Feedback Survey proposal to use in Gitega project	- Provide to BFI inputs for improving the app content.
12 th /02/2020	Meeting CFTs in Gitega for redeployment of the former version of Commcare app to the new updated one.	- Install the new version with new amendments from PCI
13 th till 25/02/2020	<ul style="list-style-type: none"> • Recommitting members by updating their goals they will fulfill end cycle. • Typewrite reviewed individual & status quo forms • Use Commcare app for Online monitoring checking 	<ul style="list-style-type: none"> - Give chance to whoever wants to change mind (his/her goal) do so. - Insert goal amendment made by members - Score for the first time in commcare all the 48 groups and see in which range they are classified: whether red, yellow or green. - Know if one group or another is mature enough to graduate when the project is at its end.
23 rd - 25 th /2/2020	Writing and submitting February monthly report.	Reporting globally on all February activities.