



**Staff Support Programme**

STEP	WHAT	WHO
1	<b>Establish THE NPO's Mandate</b> <ul style="list-style-type: none"> <li>• Vision</li> <li>• Mission</li> <li>• Objectives</li> </ul>	Board
2	<b>Establish THE NPO's Portfolio</b> <ul style="list-style-type: none"> <li>• Rationale for Programmes</li> <li>• Quantity of Programmes</li> <li>• Activities of programmes</li> </ul>	Director
3	<b>Establish Programme's Brief</b> <ul style="list-style-type: none"> <li>• Objective(s) served</li> <li>• Rationale</li> <li>• Purpose</li> <li>• Report</li> <li>• Strategy</li> <li>• Programme Design</li> </ul>	Programme Manager
4	<b>Establish Activities</b> <ul style="list-style-type: none"> <li>• Research</li> <li>• Advocacy</li> <li>• Info and Communication</li> <li>• Training</li> <li>• Networking and Projects</li> </ul>	Activity Manager
5	<b>Establish Programme Plan</b> <ul style="list-style-type: none"> <li>• Operational</li> <li>• Finances</li> <li>• HR</li> <li>• Marketing</li> <li>• MIS</li> </ul>	Activity Manager
6	<b>Set Targets</b> <ul style="list-style-type: none"> <li>• Strategy</li> <li>• Programme Design</li> <li>• Programme Operations</li> <li>• Finances</li> <li>• HR</li> </ul>	Activity Manager



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	<ul style="list-style-type: none"> <li>Marketing</li> <li>MIS</li> </ul>	
7	<b>Set Job Description</b> <ul style="list-style-type: none"> <li>Reporting</li> <li>Authority</li> <li>Responsibilities</li> <li>Relationships</li> <li>Resources</li> <li>Deadlines</li> <li>Performance</li> </ul>	Individual

<b>PROGRAMME</b>		<b>ACTIVITY</b>				
		Research	Advocacy	Information	Training	Projects
Programme Plan	Corporate Governance	Owner Budget Plan	Owner Budget Plan	Owner Budget Plan	Owner Budget Plan	Owner Budget Plan
Programme Plan	Environment Change	Owner Budget Plan	Owner Budget Plan	Owner Budget Plan	Owner Budget Plan	Owner Budget Plan
Programme Plan	Institutional Development	Owner Budget Plan	Owner Budget Plan	Owner Budget Plan	Owner Budget Plan	Owner Budget Plan
Programme Plan	Networking	Owner Budget Plan	Owner Budget Plan	Owner Budget Plan	Owner Budget Plan	Owner Budget Plan
Programme Plan	Technical Innovation	Owner Budget Plan	Owner Budget Plan	Owner Budget Plan	Owner Budget Plan	Owner Budget Plan
		Job Description	Job Description	Job Description	Job Description	Job Description