

Phase 3 – Team and Resource Planning (Weeks 2–8)

Objectives

Ensure the necessary people, tools, and resources are ready before implementation begins.

Activities

Staffing Plan

Determine:

- Required positions.
- Duration of appointments.
- Reporting structures.
- Recruitment timelines.

Potential roles include:

- Project Manager
- Research Fellows
- Data Scientists
- AI Researchers
- Research Assistants
- Policy Analysts
- Monitoring and Evaluation Officers
- Communications Officers
- Consultants
- Administrative support staff

Recruitment Preparation

Prepare:

- Terms of Reference (TORs).
- Job descriptions.
- Interview schedules.
- Selection criteria.

- Consultancy agreements.

Resource Planning

Identify required:

- Software licenses.
- Research tools.
- Survey platforms.
- Computing infrastructure.
- Data storage requirements.
- Workspace requirements.
- Meeting platforms.

For AI projects, consider:

- Cloud computing requirements.
- GPU access requirements.
- Data management infrastructure.
- Responsible AI compliance tools.
- Security requirements.

Outputs

- Staffing plans completed.
- Recruitment packages prepared.
- Resource requirements documented.
- Procurement needs identified.

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