


## Plan of Operations

PDM OUTPUT; 1. Teaching staff have competency in teaching methodology.

	Activities	Expected Results/Indicators	JFY 2001			JFY2002												2003		Current status and input	necessary	In charge
			2001			2002												2003				
			10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2			
1-1	Carry out a needs assessment survey	Report of survey.																		To be done		Counterparts & Experts
1-2	Develop training plans	Developed plans.																		To be done and continuously evaluated		Counterparts & Experts
1-3	Develop teaching guidelines	Developed teaching guidelines.																		Ongoing and to be done		Counterparts & Experts
1-4	Institutionalize workshop and seminar activities for training	Institutionalized activities.																		Ongoing		Counterparts & Experts
1-5	Conduct MLMT program for teaching methodology	Reports of MLMT program.																		Done in 1999		Counterparts & Experts
1-6	Conduct feedback seminar for teaching methodology	Report of seminar.																		To be done and continued		Counterparts & Experts
1-7	Analyze students' annual examination results	Report of analysis of results.																		Ongoing and to be done		Counterparts & Experts

 ongoing and to be done

## [List of abbreviations]


- 1-"Expert" or "Experts" means "a Japanese long-term expert" or "Japanese long-term experts".
- 2-"Counterparts" means KMTC/JICA Project counterparts who usually are the heads of the departments under the project.
- 3-"CA" means KMTC/JICA Project Chief Advisor.
- 4-"Director" means Director, KMTC.
- 5-"Principal" means Principal, KMTC Nairobi College.
- 6-"TEMPU" means Teaching Materials Production Unit.
- 7-"SSR" means Support and Services Room.

This room, which was approved in the project meeting of 6th Nov. 2001, will accommodate the "TEMPU", I.T. Department and the Printing section in order to enhance efficiency and effectiveness of teaching I.T. and production of teaching materials as well as offering services to all departments of KMTC and MTCs.

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PDM OUTPUT; 2. Curricula are reviewed and developed.


Activities	Expected Results/Indicators	JFY 2001			JFY 2002												2003		Current status and input	necessary	In charge
		2001			2002												2003				
		10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2			
2-1	Establish a fully functional college curriculum review and development committee	Established college curriculum Review and Development(hereinafter referred to as "R/D") committee.																	To be done		Director
2-2	Draw up TOR for college curriculum R/D committee	TOR for college curriculum R/D.																	To be done		Director
2-3	Set up departmental curriculum R/D committees	Established committees.																	Done in 1998		Counterparts
2-4	Conduct college needs assessment	Reports of needs assessment.																	To be done		Director
2-5	Train teachers on curriculum R/D	Trained teachers on curriculum R/D.																	Done in 2000		Counterparts & Experts
2-6	Identify resources for curriculum R/D activities	Identified resources for R/D activities.																	Ongoing		Director
2-7	Review and develop curricula	Curriculum in place.																	To be done		Counterparts & Experts
2-8	Conduct evaluation of curriculum R/D activities	Evaluation report.																	To be done		Counterparts & Experts
2-9	Write report on curriculum R/D activities	Report of curriculum R/D activities.																	To be done		Counterparts & Experts

 ongoing and to be done

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PDM OUTPUT;3. Development and usage of teaching materials are increased.


Activities	Expected Results/Indicators	JFY 2001						JFY2002						2003		Current status and input	necessary	In charge	
		2001			2002			2002						2003					
		10	11	12	1	2	3	4	5	6	7	8	9	10	11				12
3-1	Conduct survey on current teaching materials situation	Report of survey.																To be done	Steering Committee of SSR
3-2	Conduct survey of new teaching materials	Report of survey.																To be done	Counterparts & Experts
3-3	Identify teaching materials to be produced	Identified teaching materials.																Ongoing and to be done	Steering Committee of SSR
3-4	Identify equipment needed for teaching materials development	Identified equipment.																Ongoing and to be done	Steering Committee of SSR
3-5	Acquire equipment	List of acquired equipment.																Ongoing and to be done	Steering Committee of SSR
3-6	Conduct training on the use of equipment	Report of training.																Ongoing and to be done	TEMPU
3-7	Conduct training teaching staff on how to develop teaching materials	Trained teaching staff.																Ongoing and to be done	Counterparts & Experts
3-8	Produce teaching materials	Produced teaching materials.																Ongoing and to be done	Principal
3-9	Establish teaching materials development system	Established system.																Ongoing and to be done	TEMPU
3-10	Institutionalize preventive maintenance system of the equipment	Institutionalized system.																Ongoing and to be done	TEMPU
3-11	Conduct monitoring and evaluation of teaching materials development and usage	Report of monitoring and evaluation.																Ongoing and to be done	Counterparts & Experts

 ongoing and to be done

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PDM OUTPUT; 4. Teaching staff have adequate core knowledge & skills in various health-related disciplines

	Activities	Expected Results/Indicators	JFY 2001			JFY2002												Current status and necessary input	In charge		
			2001			2002														2003	
			10	11	12	1	2	3	4	5	6	7	8	9	10	11	12			1	2
4-1	Develop questionnaire for teaching staff training needs assessment.	Developed questionnaire.																	To be done	Counterparts & Experts	
4-2	Carry out teaching staff training needs assessment.	Report of needs assessment.																	To be done	Counterparts & Experts	
4-3	Identify training needs in various departments.	Identified departmental training needs.																	To be done	Counterparts & Experts	
4-4	Identify teaching staff for local and overseas training.	Identified teaching staff to be trained.																	To be done	Counterparts & Experts. For local courses e.g. MLMT, MLMT committee.	
4-5	Identify appropriate training institutions for staff development.	Identified training institutions.																	Done and to be done.	Director & CA	
4-6	Mobilize resources required for staff training within KMTC.	Mobilized resources for training.																	Ongoing	Director & CA	
4-7	Conduct short courses for continuing education in various departments.	Reports of conducted short courses.																	To be done	Counterparts & Experts	
4-8	Carry out evaluation for each local training program	Report of evaluation of each local training program.																	To be done	Counterparts & Experts	
4-9	Identify prospective sponsors for local and overseas training	Identified sponsors for local and overseas training.																	To be done	Director & CA	

 ongoing and to be done

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PDM OUTPUT; 5. More teaching staff have competency in conducting and teaching research.


	Activities	Expected Results/Indicators	JFY 2001			JFY2002												Current status and necessary input	In charge		
			2001			2002														2003	
			10	11	12	1	2	3	4	5	6	7	8	9	10	11	12			1	2
5-1	Establish research committee	Establishment of committee.	■																To be done in October 2001.	Director	
5-2	Conduct survey on needs assessment for training in research methodology	Report of survey.			■														Survey is in preparation.	Research committee	
5-3	Develop program for research training	Developed program.				■													Program is under development.	Research committee	
5-4	Conduct training in research methodology (including training through MLMT)	Trained teaching staff.	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	1. Overseas training is ongoing and will be continued.	Project coordinators	
																			2. After research training program is developed, a training may be conducted.	Research committee	
																			3. Done in 1999 MLMT.		
5-5	Conduct training in writing research papers	Trained teaching staff.																	Done in 1999 and 2001 MLMT.	Research committee	
5-6	Conduct Joint KMTC and KEMRI nutritional study in Kibera	Report of study.																	Done and reported in June 2001 at a scientific conference in Nairobi.	Counterparts & Expert in Nutrition	
5-7	Conduct community-based research studies during MLMT courses	Report of studies.																	1. Done in 1999 and 2001 MLMT.	MLMT committee	
																			2. To be done if funds are available.	MLMT committee	
5-8	Conduct research work	Publications of research work				■	■	■	■	■	■	■	■	■	■	■	■	■	To be conducted if funds are available.	Counterparts & Experts	
5-9	Develop questionnaire on research performance of teaching staff by KMTC management	Developed questionnaire																	Done in September 2001.	KMTC management	
5-10	Conduct questionnaire survey by KMTC management on research performance of teaching staff	Report of survey							■										Survey is in preparation.	KMTC management	

■ ongoing and to be done

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**PDM OUTPUT; 6. IT infrastructure is established and maintained.**

	Activities	Expected Results/Indicators	JFY 2001												JFY2002												2003		Current status and necessary input	In charge
			2001			2002									2003															
			10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2											
6-1	Conduct survey on current IT situation & needs	Survey report.																									Done in 1999	Counterparts & Expert in IT		
6-2	Establish IT organizational structure and support system	Computer committee, support section with 11 full-time technical members, procedure manuals																									Ongoing	Counterparts & Expert in IT		
6-3	Train resource personnel	20 resource personnel who can : 1.teach other lecturers on the operation of basic applications 2. plan, conduct and manage the computer training courses, in addition to 30 who can assistant main instructors.																									Ongoing	Counterparts & Expert in IT		
6-4	Acquire the equipment	Equipment inventory																									98-00: done and 01-02: ongoing.	Counterparts & Expert in IT		
6-5	Install LAN	LAN is running and administered by IT																									Equipment, S/T expert, C/P training.	Counterparts & Expert in IT		
6-6	Connect to internet	256K leased line, e-mail and internet being used by lecturers																									Ongoing (Leased line)	Director		
6-7	Provide IT services to KMTC Nairobi	Good working environment with IT for KMTC Nairobi																									Ongoing	Counterparts & Expert in IT		
6-8	Evaluation survey on IT status in KMTC	Survey report																									To be done.	Counterparts & Expert in IT		
6-9	Support MLMT activities (setup and remove equipment, support short term experts)	Report of MLMT courses.																									Done in 1999 and 2001 and to be done in 2002.	Counterparts & Expert in IT		

 ongoing and to be done

**Plan of Operations**

**PDM OUTPUT;7. Lecturers have IT literacy.**

	Activities	Expected Results/Indicators	JFY 2001			JFY2002												Current status and necessary input	In charge		
			2001			2002														2003	
			10	11	12	1	2	3	4	5	6	7	8	9	10	11	12			1	2
7-1	Conduct survey on current IT situation and needs	Survey report (questionnaire was not prepared for the Initial survey as it inherited the Watahiki report).																	Done in 1999	Counterparts & Experts	
7-2	Plan & schedule IT courses	Running courses.																	Ongoing	Computer Committee, Counterparts & Expert in IT	
7-3	Produce standardized teaching manuals and materials for computer courses	Produced standardized teaching manuals and materials for identified courses.																	Ongoing	Counterparts & Expert in IT	
7-4	Conduct IT courses for lecturers	Trained lecturers(80% of Nairobi KMTC) on basic applications.																	Ongoing	Counterparts & Expert in IT	
7-5	Conduct teaching practice (HRI)	All HRI lecturers in IT field go through teaching practice.																	Ongoing	Counterparts & Expert in HRI	
7-6	Conduct MLMT computer courses	Participants successfully complete the MLMT computer courses.																	Done in 1999 and 2001 and to be done in 2002	Counterparts & Expert in IT	
7-7	Evaluate IT use in KMTC	Report of evaluation results.																	To be done	Counterparts & Expert in IT	




ongoing and to be done

**Plan of Operations**

**PDM OUTPUT; 8. Educational environment is improved and maintained.**

(1/2)

	Activities	Expected Results/Indicators	JFY 2001			JFY2002												Current status and necessary input	In charge		
			2001			2002														2003	
			10	11	12	1	2	3	4	5	6	7	8	9	10	11	12			1	2
	Related with Project																				
8-1	Develop questionnaire for surveys on satisfaction in educational infrastructure	Developed questionnaire.																	To be done	Principal, Coordinator, KMTC	
8-2	Establish an operation and maintenance system for educational infrastructure	Established system.																	To be done	Director	
8-3	Carry out preventive maintenance	Report of preventive maintenance																	To be done	Principal, Coordinator, KMTC	
8-4	Conduct surveys on satisfaction in educational infrastructure	Report of survey.																	To be done	Principal, Coordinator, KMTC	
	EHS Demonstration Building																				
8-5	Conduct needs survey on demonstration building	Report of survey.																	Done in March 2001	Counterparts & Experts	
8-6	Request design/specification of building	Submitted design/specification of building.																	Done in March 2001	Counterparts & Experts	
8-7	Construct building	Constructed building																	Done in August 2001	JICA Kenya office	
8-8	Hand-over building	Handed over building																	Done in August 2001	JICA Kenya office	
	Technical Books																				
8-9	Collect departments' request for books	List of requested books																	To be done	Principal	
8-10	Acquire books	List of acquired books																	To be done	Coordinators, KMTC & JICA	
8-11	Register in the inventory	Inventory registered books																	To be done	Principal	
8-12	Prepare suitable place in Library	Prepared and table place																	Done in June 2001	Principal	
8-13	Conduct survey on usage of books	Report of survey																	To be done	Coordinator, KMTC	

 ongoing and to be done



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PDM OUTPUT; 8. Educational environment is improved and maintained.

(2/2)

		JFY 2001												JFY2002															
		2001			2002									2003															
		10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	Current status and necessary input	In charge									
Teaching Equipment																													
8-14	Collect departments' request for equipment	List of requested equipment	■																To be done	Coordinators, KMTC & JICA									
8-15	Acquire equipment	List of acquired equipment	■																To be done	Coordinators, KMTC & JICA									
8-16	Register in the inventory	Inventory of registered equipment						■	■	■	■	■	■	■					To be done	Coordinators, KMTC & JICA									
8-17	Carry out installation of equipment	Installed equipment						■	■	■	■	■	■						To be done	Coordinators, KMTC & JICA									
Supportive consumable items																													
8-18	Identify and purchase the supportive consumable items	Identified and purchased supportive consumable items						■	■	■	■	■	■						To be done	Coordinators, KMTC & JICA									
Project purpose Indicator related																													
8-19	Develop educational capacity survey questionnaire	Developed questionnaire				■													To be done	Principal & CA									
8-20	Conduct educational capacity survey	Report of survey					■	■	■	■	■	■			■				To be done	Coordinators, KMTC & JICA									
8-21	Set targets on teacher's self evaluation and evaluation of students graduating from KMTC	Set targets							■	■	■	■							To be done	Coordinators, KMTC & JICA									
8-22	Conduct students' evaluation on teacher's teaching performance	Report of evaluation results							■	■	■	■							To be done	Counterparts									
8-23	Develop questionnaire on teacher's self evaluation	Developed questionnaire						■											To be done	Coordinators, KMTC & JICA									
8-24	Conduct teacher's self evaluation	Report of evaluation results							■	■	■	■							To be done	Coordinators, KMTC & JICA									
8-25	Conduct management survey on teachers' teaching performance	Report of management survey results							■	■	■	■							To be done	Director									

■ ongoing and to be done

**Plan of Operations**

**PDM OUTPUT; 9. MLMT programs for teaching staff are held on annual basis.**

	Activities	Expected Results/Indicators	JFY 2001			JFY2002												Current status and necessary input	In charge		
			2001			2002														2003	
			10	11	12	1	2	3	4	5	6	7	8	9	10	11	12			1	2
9-1	Establish KMTC MLMT Committee	Established MLMT Committee.																	Done in April 2000.	Director	
9-2	Conduct needs survey for MLMT	Report of survey.																	Done in 1998.	Coordinators, KMTC & JICA	
9-3	Identify a suitable training theme for MLMT	Identified theme .		■															Done for 1998,1999,2000,2001. For 2002 MLMT, a theme to be decided.	Members of Project Meeting	
9-4	Prepare curriculum for MLMT program	Prepared curriculum.				■	■												Done for 1998,1999,2000,2001. To be done for 2002 MLMT.	MLMT committee	
9-5	Appropriate adequate budget	Appropriated budget						■											Budget to be appropriated.	Director & CA	
9-6	Procure equipment/material necessary for MLMT programs	Procured equipment and materials							■										To be done for 2002 MLMT.	Coordinators, KMTC & JICA	
9-7	Announce MLMT training course	Applications from prospective candidates								■									To be done for 2002 MLMT.	Principal	
9-8	Identify field training sites for demonstration & practical experiences	Identified field sites for training experiences								■									To be done for 2002 MLMT.	MLMT committee	
9-9	Conduct MLMT programs	Report of results of MLMT programs									■								To be done.	MLMT committee	
9-10	Carry out evaluation for MLMT program	Evaluation report												■					To be done for MLMT 2002.	MLMT committee	

■ ongoing and to be done