

**Project Plan**

Activity	Task	Description of activity/task	Time (Note: Insert the month in which you are starting your project as the first in row, and continue from there onwards until the end of your project. For example, if your project starts in April 2016, use that as the first month in the row. Do not forget to enter the year of your project as well)	Interim report N°1	
				Comment on progress	
Activity 1	Task 1	1.1 Diagnosis of risks in different disciplines (Operative risk/Processes, Financial Risk, Adult Resources Risk, Technological Risk, external and environmental risk) with the hiring of external advice in addition to the participation of all levels of the structure and its areas in field activities.	Apr-16 Sep-16 Oct-16 Nov-16 Dic-16 Ene-17 Feb-17 Mar-17 Abr-17 May-17 Jun-17 Jul-17 Ago-17 Sep-17 Oct-17 Nov-17 Dic-17 Ene-18 Feb-18 Mar-18 Abr-18 May-18 Jun-18 Jul-18 Ago-18 Sep-18 Oct-18 Nov-18 Dic-18 Ene-19 Feb-19 Mar-19 Abr-19 May-19 Jun-19 Jul-19 Ago-19 Sep-19 Oct-19 Nov-19 Dic-19 Ene-20 Feb-20 Mar-20 Abr-20	<ul style="list-style-type: none"> <li>* Appointment of the risk national cooperator</li> <li>* Perform of the action plan</li> </ul>	
	Task 2	1.2 Identification of techniques / tools for the design of an risk evaluation system with human resources specialized in the area (systems).		<ul style="list-style-type: none"> <li>* Implementation of the aptitude assessment tool for the areas</li> <li>* Definition of the risk matrix as a diagnosis in terms of occupational safety and health</li> <li>* Perform of regulation on aspects related to the personnel hired</li> <li>* In the process of defining the Macroprocess and Processes of the organization under the support of specialists</li> </ul>	
	Task 3	1.3 Design of a Control System and management of the framework of governance and structure.			
	Task 4	1.4 Identification and purchase or hiring of repository (hardware or service of internet/webpages) for the security and control of the digital information, with an external company of good reputation and supporting a process of contingency.			<ul style="list-style-type: none"> <li>* Currently in the procurement process</li> </ul>
	Task 5	1.5 Diagnosis, development and/or update and discussion at the national level of policies, standards and procedures with human resources specialized in these activities.			<ul style="list-style-type: none"> <li>* Approval of Institutional Development Policies</li> <li>* Clarifying of the parameters for the risk management sent by the CAI</li> <li>* Conformation of the national risk commission</li> <li>* Perform of a proposal for the revision of the Security Regulation</li> <li>* Adaptation and updating of the guidelines related to the management of personnel in the institution (RMF)</li> </ul>
	Task 6	1.6 Identify, update and document the information of the properties (Hired assets) of the SAV, through the hiring of lawyers and professionals at a national level, that allow us to regularize the properties and value them in order to know the actual equity of the association.			<ul style="list-style-type: none"> <li>* Meeting with legal advisors to develop the corresponding action plan</li> <li>* Perform of the procedure for contracting</li> </ul>
Activity 2	Task 1	2.1 Membership/Hiring of an external audit firm to financial audit.		<ul style="list-style-type: none"> <li>* Hiring done during the last years</li> </ul>	
	Task 2	2.2 Identification of the information and control mechanism to guarantee the correct time to send the informs to WSB and related institutions.		<ul style="list-style-type: none"> <li>* Perform of the procedure to send the report of the ASV to the WSDM</li> <li>* Tool for getting information for events, Districts and Scout Groups.</li> </ul>	
	Task 3	2.3 Acquisition or development of a control system for un-materialize documents.		<ul style="list-style-type: none"> <li>* Perform of the procedure for the dematerialization of documents</li> </ul>	
	Task 4	2.4 Identification and purchase or hiring of a repository (hardware or internet service/web storage) to safeguard the digital information, with a high reliable external company, orienting a contingency process.		<ul style="list-style-type: none"> <li>* Currently in the procurement process</li> </ul>	
	Task 5	2.5 Diagnosis, development and/or update and discussion at a national level about policies, rules and procedures on Scout Brand communication and management, all of this by hiring specialized staff.		Perform of: - National Communication Policies. - Manual of Brand and Institutional Identity, Social Networks and Electronic Communications. - Scout Event Registration Guide and Institutional Registry. - Tools Manual to Communicate.	
	Task 6	2.6 Communication Channels Management in order to spread the mission and vision of the SAV and prepare a schedule to spread scout events, improving and keeping the scout brand.		<ul style="list-style-type: none"> <li>* Official image of Scout Certificates.</li> <li>* Approach meetings with government institutions and NGOs to establish alliances and operational agreements</li> </ul>	
Activity 3	Task 1	3.1 Diagnosis of the competencies and formation needs, prepared for the CSN (National Meetings on the different areas to determine the required competencies to each adult within the SAV, paid or volunteer, with assistance from the WSB IAR). Supported by a specialized team in order to establish the ideal mechanism on the formation and management of the adults.		<ul style="list-style-type: none"> <li>* Perform of Adult Management Workshop with CAI</li> <li>* Perform of the National Seminar of Adult Management Model</li> </ul>	
	Task 2	3.2 Data collection of adult resources in the SAV (paid and volunteer).		<ul style="list-style-type: none"> <li>* Action done. In process to adapt the registration system</li> </ul>	
	Task 3	3.3 Design and/or updates to the profiles for the different charges of the staff, paid and volunteers trainers.		<ul style="list-style-type: none"> <li>* In Development by the National Adult Commission</li> </ul>	
	Task 4	3.4 Identification and purchase or recruitment of the storage (hardware or internet service/web storage) to the safeguard and control of the digital information, with a high reliable foreign company, preventing a contingency process.		<ul style="list-style-type: none"> <li>* Currently in the procurement process</li> </ul>	
	Task 5	3.5 Making of a tool/system oriented to the evaluation and tracking of the CSN staff performance, through a Human Resources Specialist.			
	Task 6	3.6 Establishment of a portfolio/list of courses and workshops for Adult Resources (Hired and Volunteer).		<ul style="list-style-type: none"> <li>* Development of a transitory training model</li> </ul>	
	Task 7	3.7 Development of the training plan (Objectives) and best practices Content (Updated).		<ul style="list-style-type: none"> <li>* Development of the online learning system</li> </ul>	
	Task 8	3.8 Reviewing and proposals for improvements in the system of evaluation of volunteer staff.		<ul style="list-style-type: none"> <li>* Development and implementation of self-assessment tool for hired adults and designated volunteers</li> </ul>	
	Task 9	3.9 Development of a performance evaluation plan, goals and objectives for resource hired (paid)		<ul style="list-style-type: none"> <li>* Continuous improvement of working conditions of the paid staff of the institution</li> </ul>	
	Task 10	3.10 Policy and Regulations development and procedures of Human Resources (recruitment, remuneration, compensation, evaluations, appointments, etc.) of contracted resources. Leveraged with the resource activity 1.5.		<ul style="list-style-type: none"> <li>* Update of the national policies of Adults</li> <li>* Approval of the RMF</li> </ul>	
Activity 4	Task 1	4.1 Diagnosis of all Youth Programme (Progressive Scheme) of its three branches, through meetings / sessions of national work with national specialist of units and education professionals that allow the generation of a training process and knowledge transfer. The process will be done with the guidance and support of the Interamerican Scout Office.		<ul style="list-style-type: none"> <li>* Creation of an interdisciplinary team to study the educational project</li> <li>* Participation of adult volunteers for the transfer of knowledge through training events of the Interamerican Region</li> </ul>	
	Task 2	4.2 Updating the progressive scheme of the units and the youth program aligned to world politics and country setting. Activity through meetings / sessions at all levels of the SAV, with the guidance and support of the Interamerican Scout Office.		<ul style="list-style-type: none"> <li>* Update of the document of the progressive advance.</li> <li>* Reinforcement of the youth programme national commission</li> </ul>	
	Task 3	4.3 Development of a System/Control tools, Measurement updating and measuring youth programme to keep the history of the growth / development of active or not active members of the SAV.		<ul style="list-style-type: none"> <li>* In the process of analyzing the evaluation proposal of youth programs sent by the CAI</li> </ul>	
	Task 4	4.4 Identification and purchase or repository (hardware or internet / Web storage) for safeguarding and control of digital information with an external high reliable company and maintaining a contingency process.		<ul style="list-style-type: none"> <li>* Currently in the procurement process</li> </ul>	
	Task 5	4.5 Diagnosis, development and / or updating national discussion of Policies, Standards and Procedures on Youth programme. Leveraged the resource activity 1.5.		<ul style="list-style-type: none"> <li>* Update of national youth program policies</li> </ul>	
	Task 6	4.6 Development the review process on the Venezuelan Educational Scout Proposal, in order to update the youth programme of the SAV, with the support of the Interamerican Scout Office, to contemplate the global and regional policy area		<ul style="list-style-type: none"> <li>* Performing of the scheme of the update process of the educational project lead in hand with the CAI. Currently in the process of compiling the investigations</li> </ul>	

Interim report N° 2	Previous Final report
<b>Comment on achievements</b>	<b>Comment on achievements</b>
Definition of the types of risks to consider for the foundation of the corresponding National Policy; receiving advice from personnel and company specialized in the field. Dissemination and implementation of training opportunities throughout the structure in order to sensitize the members of the institution about the importance of this area of management	<ul style="list-style-type: none"> <li>Execution of the Governance Workshop and good institutional practices</li> <li>Creation and approval of the PAC Charter</li> <li>Approval of the declaration of Conflicts of Interest of the National Scout Council</li> <li>Creation of the SCAJIN platform (Control and Management)</li> </ul>
The Risk Assessment System has not yet been initiated. We are looking for specialized personnel for the respective advice	The Risk Assessment System has not yet been initiated. We have been consulting with specialized personnel for the respective advice
In the process of defining the Macroprocess and Processes of the organization under the support of specialists	We have defined the Macroprocess and Processes of the organization under the support of specialists. In the same way we have defined the framework of Governance.
100% completed task. The repository was acquired as well as internet services necessary for its operation	100% completed task. The repository was acquired as well as internet services necessary for its operation
In the process of diagnosis and definition of risk management standards, which follow from the culmination of task # 1	In the process of diagnosis and definition of risk management standards, which follow from the culmination of task # 1. We have done several documented procedures
In the process of location and documentation of the properties (fixed assets) of the ASV, through the hiring of lawyers and professionals in the field, which has been considerably complex due to the regulatory and legal conditions related to the task.	Field visits for the legal configuration and documentation of the real estate properties of the organization (Pedro Henríquez Building, San Cristóbal Office, Potrero School Field, Kenya Group Activity Field)
100% completed task. At the time of carrying out the Financial Audits, the hiring of external auditors who carry out these tasks has always been considered	100% completed task. At the time of carrying out the financial Audits, the hiring of external auditors who carry out these tasks has always been considered
100% completed task. The requested information has been sent through the mechanisms established by WOSM	100% completed task. The requested information has been sent through the mechanisms established by WOSM
In the process of developing the respective control system	In the process of developing the respective control system
100% completed task. The repository was acquired as well as internet services necessary for its operation	100% completed task. The repository was acquired as well as internet services necessary for its operation
In addition to the achievements indicated in the interim report, a staff specialized in communication and management of the Scout brand was hired, in order to determine the necessary actions for the improvement of communications in the organization	Personnel specialized in communication and management of the Scout brand was hired, in order to determine the necessary actions for the improvement of communications in the organization
It is awaiting the analysis of the professional staff hired to define the positioning plan of the scout brand and the scout movement in the country	It is awaiting the analysis of the professional staff hired to define the positioning plan of the scout brand and the scout movement in the country
100% completed task. Conducting five (5) Educational Methods meetings to develop the diagnosis of adult training needs (hired and volunteer), with advice from the OSM-RJ and supported by a team of specialists in order to establish the ideal mechanism in adult training and management	100% completed task. Conducting five (5) Educational Methods meetings to develop the diagnosis of adult training needs (hired and volunteer), with advice from the OSM-RJ and supported by a team of specialists in order to establish the ideal mechanism in adult training and management
Task completed up 100%. In process to adapt the registration system	<ul style="list-style-type: none"> <li>Task completed up 100%. In process to adapt the registration system</li> <li>Platform Development for adult progress management.</li> </ul>
* In Development by the National Adult Commission	* In Development by the National Adult Commission
100% completed task. The repository was acquired as well as internet services necessary for its operation	100% completed task. The repository was acquired as well as internet services necessary for its operation
Two OSM staff performance evaluation processes have been implemented, through a tool designed for such purposes. These tools are constantly being reviewed.	Two OSM staff performance evaluation processes have been implemented, through a tool designed for such purposes. These tools are constantly being reviewed. We are in process to apply a tool sent by DIMMS-IAIR
A transitional training model was defined for which the list of courses and workshops corresponding to it was defined. This catalog will be reviewed and updated based on the competency-based adult management model currently under development at the ASV.	A transitional training model was defined and applied for which the list of courses and workshops corresponding to it was defined. This catalog will be reviewed and updated based on the competency-based adult management model currently under development at the ASV.
* Development of the online learning system	<ul style="list-style-type: none"> <li>Development of the online learning system</li> <li>Realization of Adult Specialization Programs to strengthen the National Trainee team</li> </ul>
In process. The adjustments were originated from the implementation of the tools indicated in task 5	In process. The adjustments were originated from the implementation of the tools indicated in task 5
In process; in parallel with the definition and development of the Adult management model that is structuring the ASV	In process; in parallel with the definition and development of the Adult management model that is structuring the ASV
In addition to the achievements indicated in the interim report, the Regulations for the Functioning of the Region were approved, which includes considerations on the management of personnel and a document containing human resources standards addressed to contracted personnel is being reviewed	<ul style="list-style-type: none"> <li>In addition to the achievements indicated in the interim reports, we are in the process of hiring specialized personnel in the field.</li> <li>Preparation of Tool for performance measurement processes</li> </ul>
The Youth program implemented in the ASV is diagnosed through national meetings / work sessions of Educational Methods with specialists in pedagogy together with unit specialists (National and International) and professionals in education, which allowed defining a situation analysis of the program and the implementation of MACPRO	The Youth program implemented in the ASV is diagnosed through national meetings / work sessions of Educational Methods with specialists in pedagogy together with unit specialists (National and International) and professionals in education, which allowed defining a situation analysis of the program and the implementation of MACPRO
The ASV has completed points 1, 2 and 3 of the MACPRO in a satisfactory manner and has raised the advocacy of points 4 and 5 for this year	<ul style="list-style-type: none"> <li>The ASV has completed points 1, 2, 3, 4 and 5 of the MACPRO in a satisfactory manner and has raised the advocacy of points 6, 7 and 8 for this year</li> <li>In conjunction with the Adult area we carry out an Adult Specialization Program aimed at the Youth Program</li> <li>We have increased the number of volunteers that make up the National Youth Program Commission</li> <li>Development of Educational Platform for the management of youth exercises</li> </ul>
100% completed task. The platform was developed and will begin the dissemination and implementation process.	100% completed task. The platform was developed and will begin the dissemination and implementation process.
100% completed task. The repository was acquired as well as internet services necessary for its operation	100% completed task. The repository was acquired as well as internet services necessary for its operation
The updating of the processes and procedures of the youth program area continues, with which the Scout in Action Method (known as Pillars of the Youth Program) was also updated. Seminars were held nationwide on the Educational Project Update	The updating of the processes and procedures of the youth program area continues, with which the Scout in Action Method (known as Pillars of the Youth Program) was also updated. Seminars were held nationwide on the Educational Project Update
100% completed task. The Educational Project of the Association of Scouts of Venezuela in the National Scout Assembly 2019 was approved	100% completed task. The Educational Project of the Association of Scouts of Venezuela in the National Scout Assembly 2019 was approved