

## MP State Planning Commission

### Poverty Monitoring and Policy Support Unit

#### **Subject: Checklist for State Resource Person for TOT under Decentralized Planning Process;**

**a. To ensure the sharing of following contents:**

- *Interactive session on All planning input formats, Doubt clarification, how to note field changes, progress updation etc.*
- *Current Priorities related to IT support in DPP;*
  - Input formats downloading and field discrepancy or work progress to be captured /updated.
  - Training of Data entry operators, monitoring of training Prgs.
  - Online data feeding, uploading, validation and preparation of departmental response plan.
- *Briefing of all four modules for DPP;*
  - Module for DPC members
  - Modules for Technical Support Group
  - Module for VOs
  - Module for PRI and urban local body members
- Detail Sharing of the Time-line of planning milestones from the constitution district level planning group to state level plan review meeting at MPSPC.
- How to monitor the TOT or Training (Sharing of pre and post training questioner).
- District level Process documentation (print and electronic)
- Hivary Bajar. (Movie on rural planning).
- Pria's Film on urban decentralized planning followed by an interactive session on urban planning including discussion on urban formats, use of case study on urban planning.
- Ensure the presence of MIS in charge/ data entry operators in all TOTs.

**b. Readiness of circulars/copy of orders/ current issue:**

- Latest guidelines and circular for year 2012-13
- District wise Ceiling list.
- All modules (04) developed by PRIA.
- FAQ on DPP.
- Other resource material.
- Technical support Groups list with fee provision order.

## **MP State Planning Commission**

### **Poverty Monitoring and Policy Support Unit**

#### **Subject: Checklist for Master Trainers for TOT under Decentralized Planning Process;**

##### **A. To ensure the sharing of following contents:**

- *Training Info-pack to be developed by MTs and sharing with all participants including operational Manual, modules, FAQs, CDs of DPP Presentations, films etc and new guidelines of DPP. (Most of material is available on official website of MPSPC).*
- *Interactive session on All planning input formats, Doubt clarification, how to note field changes, progress updation etc.*
- *Current Priorities related to IT support in DPP;*
  - Input formats downloading and field discrepancy or work progress to be captured /updated.
  - Training of Data entry operators, monitoring of training Prgs.
  - Online data feeding, uploading, validation and preparation of departmental response plan.
- *Briefing of all four modules for DPP;*
  - Module for DPC members
  - Modules for Technical Support Group
  - Module for VOs
  - Module for PRI and urban local body members
- *Detail Sharing of the Time-line of planning milestones from the constitution district level planning group to state level plan review meeting at MPSPC.*
- *How to monitor the TOT or Training (Sharing of pre and post training questioner).*
- *District level Process documentation (print and electronic)*
- *Hivary Bajar. (Movie on rural planning).*
- *Pria's Film on urban decentralized planning followed by an interactive session on urban planning including discussion on urban formats, use of case study on urban planning.*
- *Ensure the presence of MIS in charge/ data entry operators in all TOTs.*

##### **B. Readiness of circulars/copy of orders/ current issue:**

- a. Latest guidelines and circular for year 2012-13
- b. District wise Ceiling list.
- c. All modules (04) developed by PRIA.
- d. FAQ on DPP.
- e. Other resource material.
- f. Technical support Groups list with fee provision order.

## MP State Planning Commission

### Poverty Monitoring and Policy Support Unit

#### Subject: Checklist for Trainers for Training of Technical Support Groups under Decentralized Planning Process;

##### **A. To ensure the sharing of following contents:**

- **Training Info-pack** to be developed by MTs and sharing with all participants including operational Manual, modules, FAQs, CDs of DPP Presentations, films etc and new guidelines of DPP. (Most of material is available on official website of MPSPC).
- Interactive session on All planning input formats, Doubt clarification, how to note field changes, progress updation etc.
- Current Priorities related to IT support in DPP;
  - Input formats downloading and field discrepancy or work progress to be captured /updated.
  - Training of Data entry operators, monitoring of training Prgs.
  - Online data feeding, uploading, validation and preparation of departmental response plan.
- Briefing of all four modules for DPP;
  - Module for DPC members
  - Modules for Technical Support Group
  - Module for VOs
  - Module for PRI and urban local body members
- Detail Sharing of the Time-line of planning milestones from the constitution district level planning group to state level plan review meeting at MPSPC.
- How to monitor the TOT or Training (Sharing of pre and post training questioner).
- District level Process documentation (print and electronic)
- Hivary Bajar. (Movie on rural planning).
- Pria's Film on urban decentralized planning followed by an interactive session on urban planning including discussion on urban formats, use of case study on urban planning.
- Ensure the presence of MIS in charge/ data entry operators in all TOTs.

##### **B. Readiness of circulars/copy of orders/ current issue:**

- A. Latest guidelines and circular for year 2012-13
- B. District wise Ceiling list.
- C. All modules (04) developed by PRIA.
- D. FAQ on DPP.
- E. Other resource material.