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| **Task** | **Actors** | **Due Date** | **✓** |
| Pre-Training (Dimagi Off-site)  Mobile Set-up, CHW Contracts, | | | |
| 1. Finalize CHW policies and contracts | Partner | Prior to TOT |  |
| 1. Procure SIM cards | Partner | Prior to Training |  |
| 1. Identify new CHWs and collect personal information (name, village, supervisor, cluster group, personal mobile number, age, education, mobile phone experience) | Partner | Prior to TOT |  |
| 1. Procure mobile phones and memory cards | Partner | Prior to TOT |  |
| 1. Create complete inventory of phones, IMEIs, SIMs, along with CHWs details (Can be merged in the same excel file as #3) | Partner |  |  |
| 1. Share CHW details with Dimagi | Partner | Prior to Training |  |
| 1. Create CHW usernames on CommCareHQ (bulk upload). Partner may also create the usernames. | Dimagi/Partner | Prior to Training |  |
| 1. Assign CHWs to groups for CommCareHQ Reports (i.e. PHC, cluster group, supervisors, blocks) | Dimagi/Partner | Prior to Training preferable |  |
| 1. Finalize pre and post knowledge assessment test for CHWs (if the partner organization would like to do any baseline analysis for improvements in knowledge of CHWs as per mobile health intervention) | Partner | Prior to TOT |  |
| 1. Finalize training schedule and training documentation | Dimagi, Partner | Prior to TOT |  |
| 1. Charge all phones before training day | Partner | Prior to Training |  |
| 1. Label phones with CHW serial no. and username. Label the inside cover of the mobile phone or outside cover. If outside cover, then place a strip of tape over the label for protection. | Partner | Prior to Training |  |
| 1. Finalize and share dates, accommodations, travel plans. | Dimagi |  |  |
| 1. Communicate training schedule with all CHWs | Partner | Prior to Training |  |
| 1. Activate and set-up GPRS on all phones | Partner |  |  |
| 1. Optional - Recharge all mobile phones with starting balance. Often SIMs come preloaded with welcome balance but may not be sufficient for training depending on the size of the application. If this issue is not anticipated (for a smaller application), partner should be prepared to recharge mobiles after training. | Partner | Prior to Training or immediately after Training |  |
| 1. Install scale-up demo application installed on source phone. Communicate the final build to partners. | Dimagi |  |  |

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| **Task** | **Actors** | **Time** | | **✓** |
| Pre-Training (Dimagi On-Site)  Mobile Set-up &CommCare Installation | | | | |
| Dimagi field engineer arrives at project site | - | |  |  |
| 1. Review training schedule and plan with team  * Review Pre-training (Off-site) checklist | Dimagi, Partner | | 30 min |  |
| 1. Optional – if necessary. Demo the scale-up app with project team | Dimagi, Partner | | 30 min |  |
| 1. Minor changes to the application if absolutely crucial **(this is likely not feasible)** | Dimagi | | 1 hour (as feasible) |  |
| 1. Review installation and set-up protocol | Dimagi, Partner | | 30 min |  |
| 1. Create 5 demo cases in each module in the final scale-up application  * 3 demo cases have no detail * 2 demo cases have detail   **Example: Mother:** 3, 4, 6, 7, 9 months | Dimagi | | 15 min |  |
| **THE ORDER OF STEPS HIGHLIGHTED IN GREY ARE IMPORTANT. PLEASE ENSURE YOU FOLLOW THESE STEPS IN ORDER.** | | | | |
| 1. Install the finalized scale-up app from source phone on all phones.  * Install to one destination phone per cluster group. Field staff can copy the application to the rest of the phones in their cluster group. Instruction about the latest application version may be communicated remotely. | Partner with support from Dimagi | | ALL DAY (for 130 phones) |  |
| 1. Move the application to the Games folder of each phone |  |
| 1. Turn phone off and on again. |  |
| 1. Set application permissions. |  |
| 1. Create short-cuts. |  |
| 1. Open CommCare once and log in as Admin, after short cut created. |  | |  |
| 1. Test GPRS on all phones: CommCare Network connectivity test | Partner with support from Dimagi | | ALL DAY (for 130 phones) |  |
| 1. Opt-in all CommCare users to Dimagi gateway  * Text ‘START’ to 07760962755 |  |
| 1. Optional: enroll all users in ‘Do Not Disturb’  * Text ‘START 0’ to 1909 |  |
| 1. Undo prediction (through SMS window) |  |
| 1. Optional: Open browser and set up internet |  |
| 1. Verify date and time on all phones |  |
| 1. Ensure volume is at maximum (MediaPlayer) |  |
| 1. Ensure all phones are fully charged |  |
| 1. Charge phones that are not fully charged |  |
| 1. Organize phones as per cluster groups for ease of dissemination on training day.  * Please label all phones as per CHW name, and cluster group in advance | Partner | |  |  |
| 1. Optional- Prepare name tags for CHWs and staff present for training | Partner | |  |  |
| 1. Troubleshoot GPRS on all non-working phones | Dimagi/Partner | |  |  |
| 1. **On-Last Day of Training:** Bulk upload to CCHQ. Restore user IDs to every phone with working GPRS | Dimagi/Partner | |  |  |