

## APPENDIX 2: VMMC SERVICE SITE PREPARATION PLANNING TEMPLATE

This tool can be used as a task log to plan activities, determine who is responsible for completion of the task, as well as track the progress. This tool can help program managers ensure that all tasks are on track to be completed prior to the launch of services.

Site Setup Activities	When (Start Date [SD]) Minimum	Needs	Responsible	Remarks
Site selection	4 weeks before launch of services	Site selection criteria		
Site layout— Develop site setup guide including secure areas for supply storage	12 working days before SD	Site map		
Supplies to new site	7 working days before SD	Supply checklist Receiving form		
Site setup—setting up rooms, tents, etc.	5 working days before SD	Site setup guide, including tent or marquee setup		
Internal assessment	Immediately after site setup	Site management and team		
Site readiness assessment	3 days before SD	Site readiness tool		
Whole site orientation	First day of service	Orientation package, objectives		