

Log Frame Templates

1. Format for Full Log Frame Annual Operational Plan

1.1 Environmental Scan (Situation Analysis)

1.1.1. Customer Analysis (Stakeholder Analysis)

Identify the Customer

Assess the Customer's needs

Analyse your ability to meet these needs

1.1.2. SWOT Analysis

Strengths	Weaknesses	Opportunities	Threats

Add rows as appropriate.

1.1.3. Driving and Restraining Forces

- Examine current characteristics of the present state or situation;
- Develop a list of positive and negative forces (also known as driving and restraining forces) influencing the achievement of the goals and objectives;
- Discuss the means to strengthening the positive (driving) forces and overcoming the negative (or restraining) forces

Driving Forces (+)	Means to optimise or strengthen	Restraining Forces (-)	Means to minimise or counter

1.1.4. Key Success Factors or Critical Success Factors

The things the organisation will need to perform with great effectiveness and efficiency to achieve the mission and vision. These factors have implications for organisational learning and HRD. These are formatted as a simple list.

Examples:

- Effective instruction (elaborate)
- Authentic assessment (elaborate)
- Customer service (elaborate)

1.2. The Log Frame Format: Plan completed in September

Objectives/ Activities	Verifiable Indicators	Means of Verification	Assumptions	
Overall objective/ Vision				
Project purpose/ Mission				
Outputs/Results			Assumptions	Weights
				<i>Weight each main Output/Result and each Indicator</i>
1.	1.			
	2.			
	3.			
2.	1.			
	2.			
	3.			
Activities for each output				<i>Weigh each Activity according to each Indicator</i>
1.	1.			
	2.			
	3.			
2.	1.			
	2.			
	3.			

- This is the complete Log Frame (without the Environmental Scan which should also be documented). There are Log Frames for each operational unit: Corporate, Divisional, Departmental, and units within departments. This one goes on 8 1/2 by 11 in portrait style.
- The full Log Frame needs to be at your location and with your Director or Senior Director. It is important to define the M.O.V. and Assumptions.
- The Activities are the basis of unit plans and individual performance plans. Individual performance plans need to be filed with Personnel at the beginning of the new fiscal year.

The Plan submitted for inclusion in the Corporate Operational Plan should be formatted as below at 1.2.1

1.2.1. Format for Plan Submitted in September

Mission	Verifiable Indicators	Means of Verification	Assumptions	Weights
Outputs/Results				
1. <i>Weight each main result</i>	1.			<i>Weight each Indicator for the result</i>
	2.			
	3.			
2.	1.			
	2.			
	3.			

8 ½ by 11 portrait style in Times New Roman 10 point font.

Learning Resource note: proficiency with Word tables, bullets and numbering, and margin tools is needed to administer the Log Frame.

1.2.3 Reporting Format for Monthly Report (revised November 2008 at Corporate level)

Outputs/ Results	Indicators	Actual Performance Year-to-Date	Last Year's Performance Year-to-Date	Comments
1.	1.	<i>Report should clearly address the Indicator. If Indicator should be reported monthly, show results by month</i>		<i>Explanations of variance from plan</i>
	2.			
	3.			
2.	1.			
	2.			
	3.			
3.	1.			
	2.			
	3.			

Ad hoc Activities (Activities not in the Plan)-these can be listed at the end of the Log Frame and can be important, especially to the extent they contribute to Corporate objectives.

Activity Name	Description of Activities

8 ½ by 11 in landscape style using Times New Roman 10 point font

The Monthly Report should focus on achievement for the year-to-date and provide clear information on achievement of the Indicator. A status report must be given for each Indicator. If the activities related to an Indicator have not yet begun, the report should say “No activity as yet” or “Scheduled to occur in (Month)”, or something that conveys the status of the Indicator. Use Comments to explain any variance from the Plan or to report significant activities that support the Indicator.

Divisional Reports are due according to the Schedule supplied by the Division and are based on dates set in relation to Board meetings.

1.2.4 Format for Annual Report Submitted in April

Outputs/Results	Indicators	Actual Performance Year-to-Date	Last Year's Performance	MOV	Comments	Weight	Score
1.	1.	<i>Report should clearly address the Indicator. If Indicator should be reported monthly, show results by month</i>			<i>Explanations of variance from plan. Describe any assumptions not met, or other important comments.</i>		
	2.						
	3.						
2.	1.						
	2.						
	3.						
3.	1.						
	2.						
	3.						

To score performance the Means of Verification are reviewed with a scoring panel managed by the Planning Division.
 8 ½ by 11 (Legal) in landscape style using Times New Roman 10 point font