# **Bridge Staffing Plan for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Proposal Development Process**

Draft Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Staff** | **Period of proposal team assignment** | **Regular duties during the period of proposal development team assignment**  (note any deadlines or special tasks as applicable – e.g., donor visit) | **Plan for managing regular duties**  (consider reprogramming activities and/or possible individuals for coverage) | **Follow-up communication needed with donor\*or**  **partner(s)\*\*** |
| --- | --- | --- | --- | --- |
| **EXAMPLE**  ***Name****: Sage Advizer*  ***Position****: Regional Technical Advisor (RTA) for Agriculture*  ***Proposal Team Role****: Technical Lead*  ***Staff assigned to cover responsibilities (if applicable):*** *Jane Doe, Sr. Technical Advisor, Program Impact and Quality Assurance department (PIQA)* | April 2017 (capture planning – 15% LOE)  1 May – 30 June 2017 (proposal development – 100% through 26 May; 50% during 27 May – 30 June) | *Ongoing*   * *Provide remote TA as requested* * *Concept note/proposal technical review as required*   *April:*   * *Technical support visit to CRS ABC Project Estrella* * *Plan upcoming regional agriculture meeting*   *May:*   * *Finalize plans for regional agriculture meeting* * *Participate in agency agriculture summit*   *June:*   * *Conduct training on X for CRS COUNTRY PROGRAM Y and partner agriculture staff* * *Review draft agriculture strategy produced during agency agriculture summit* | * *Jane Doe will provide remote coverage for ongoing responsibilities from 1-26 May* * *Postpone Project Estrella technical support visit to early July and provide remote TA in April* * *Deputy regional director for program quality DRD/PQ to support with regional agriculture meeting planning (finalize draft 7 Steps of Planning document, incorporate feedback)* * *Identify back-up technical reviewers from country program and Region X (in addition to Jane Doe)* * *Identify substitute from region (Aggie Queen) to participate in agency agriculture summit and contribute to review of draft strategy (prepare regional materials and organize prep call in April)* * *Shift the training for CRS COUNTRY PROGRAM Y and partner agriculture staff to the second half of July (to confirm)* | *Not applicable* |
| **Name:**  **Position:**  **Proposal Team Role:**  ***Staff assigned to cover responsibilities (if applicable):*** |  |  |  |  |
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***\**** *If some or all of the individual’s time is direct charged to a grant, is donor approval required to reallocate the staff member’s time or to move someone into the staff person’s position temporarily? Would the donor have any concerns about the temporary arrangement, even if donor approval is not required?*

***\*\*****If the staff member’s regular duties involve significant interaction with a partner or partners, what communication is needed with the partner(s) regarding the staff’s temporary assignment to the proposal team and coverage plans during the staff person’s absence?*

**Confirmation of Plan Review:**

I confirm that I have reviewed and endorse this plan and have discussed it with all staff involved and their supervisors.

Proposal Decision-Maker \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Proposal Coordinator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_