

16. PLANNING YOUR RHP

Planning your RHP goes hand-in-hand with R&D. It is essential that your plan be **realistic** and **feasible** which takes into account prevailing circumstances and practical limitations (such as budget constraints). The bad news is that there is no fixed or universal plan that is readily available. Hopefully this manual will assist you in formulating your RHP implementation plan by providing a list of potential ingredients for your RHP recipe to be successful.

Your RHP plan should cater for the **initial pilot phase** of the programme as well as **full-scale monitoring**. A gradual phased approach is recommended as the safer and preferred route to successful implementation. The projected phases should be consistent with the short, medium and long term goals of your RHP. It should be borne in mind that the long-term goal of full implementation will probably take several years to achieve.

Two types of plans can be developed for your RHP, namely an **implementation plan** and a **business plan**.

16.1 RHP IMPLEMENTATION PLAN

This is your **guiding RHP tablet**, tailor-made by you and your PIT team for your area. It is an essential document which formalizes the programme and demonstrates to management and other organisations what your local RHP is about and why it is essential. It should basically address the **five basic questions** mentioned earlier - the “what, where, who, when and how” these will be applied to your local scenario. The plan should be dynamic, flexible and adaptable.

16.1.1 RHP Implementation Plan - key components

- \$ Goals - what your RHP aims to achieve
- \$ Methods - detailing the “how” component. Include important rivers to be monitored and which biomonitoring indices are to be used
- \$ Funding - attracting the necessary funding and how it is to be utilized
- \$ Participating organisations and responsibilities
- \$ The River Health Champion and Provincial Implementation Team (PIT) and roles and responsibilities
- \$ The Provincial Monitoring Team (PMT)
- \$ Training and skills development schedule - what kind of training and for who
- \$ Equipment and vehicles required - a detailed list of what is required and the associated costs
- \$ Public participation - through your CMA, River Fora, NGOs and local communities and schools
- \$ Other interested and affected parties - who and how could they become involved
- \$ Promotion and marketing - media and target audiences
- \$ Models and options for implementation
- \$ Phasing of the programme (pilot phase etc)
- \$ Key rivers to be sampled - the “where” component
- \$ Reference and monitoring sites - a detailed inventory of these
- \$ Sampling programme - where and how often and with which indices
- \$ Auditing and Quality Control - how is the quality of monitoring to be assured and maintained
- \$ Recording and management of information - where and how and computer hardware and software requirements
- \$ Monitoring and reporting - environmental trend analysis and information dissemination
- \$ Management actions for the PIT
- \$ Gant chart for RHP implementation - this is a graphical schedule of the essential components with an associated timeframe of each detailing when each of the components are scheduled to happen (Appendix 1).

NOTE:

In reality, unforeseen circumstances may conspire against the clearly thought out implementation plan. Do not be defeated and remember, DON'T PANIC! Your implementation plan is intended to be a basic guiding document and, like all maps, will not mirror the territory perfectly. It can be altered periodically to suit your changing needs periodically.

16.2 RHP BUSINESS PLAN

A business plan may be necessary if stakeholders are investing in your programme financially or where donor or additional funding from sponsors is being sought. To bolster their confidence in your RHP, such organisations require assurance that their money is being invested in a sound, well-planned project. In a nutshell, the business plan **demonstrates exactly how and where the money is to be spent**. Hence a good business plan may make the difference as to whether your RHP actually comes into fruition or not.

The business plan should ideally incorporate the key concepts of the Implementation Plan, but with greater emphasis on the financial aspects of your RHP. A brief motivation is also useful (see Appendix 2 for an example of the KwaZulu-Natal RHP business plan).

16.2.1 Business Plan - key components

- \$ Aims and Motivation - these are important to inform potential funding agencies about the RHP and its objectives and why it is necessary.
- \$ Methods - detailing the "how" component. Include which important rivers are to be monitored and which biomonitoring indices are to be used.
- \$ Products - this tells the funding organisation or financial department what exactly the investment in the programme will produce.
- \$ Quality Control - how is the quality of programme's components to be assured and maintained.
- \$ Participating organisations and responsibilities - this includes the PIT and other interested and affected parties.
- \$ Training and skills development programme - what kind of training and for whom.
- \$ Equipment required - a detailed list of what is required and the associated costs.
- \$ Gant chart for RHP implementation- this is a graphical schedule of the essential components with an associated time-frame of each detailing when each of the components are scheduled to happen (see Appendix 1).
- \$ Funding and budget - the most important aspect of the business plan. A realistic costing forecast of your RHP is essential. This should be divided into the following:
 - Capital costs - including equipment, vehicles
 - Staff - salaries and wages
 - Training and skills development costs
 - Marketing and promotion costs
 - Running costs - actual costs of taking samples, analysis and data capture and storage.